

Cub Scout Parent *“First Step”* Guide



Bay Area Council
(Updated July 2014)

*“To reach any goal, it takes a first step.
Do not think of how many steps it will take; just take one at
a time for you will eventually achieve your goal!”*

*Remember, there is someone and lots of information out there to help
guide you on your path. Scouting is not an individual activity but that of
a group. It is up to all of us, the leaders, to give each boy the true
Program that will keep him in Scouting. Training is the only way to
make your job easier & more rewarding in the end. This guide is a “cliff
note” for a quick reference to the Scouting program in our area; it does
not replace the Cub Scout Leader Book nor Training.*

There are many Scouts depending on you, Thank You for Volunteering!

May your first steps be memorable,

*Lisa A. Mayshak-Stegman
Field Director*

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Wherefore, now let every man learn his duty, and to act in the office he is appointed, in all diligence”
(Doctrine & Covenants 107:99)

The Purpose of Cub Scouting

Parents, leaders and organizations working together to help our young men in the following ways:

- Influence a boy’s character development and spiritual growth.
- Develop habits and attitudes of good citizenship.
- Encourage good sportsmanship and pride in growing strong in mind and body.
- Improve understanding within the family.
- Strengthen a boy’s ability to get along with others.
- Foster a sense of personal achievement by developing new interests and skills.
- Provide fun and exciting new things to do.
- Show a boy how to be helpful and do his best.
- Prepare him to be a Boy Scout.

Cub Scout Organization

Our Local Cub Scout Packs belong to a **District** in the Boy Scouts of America **Bay Area Council**. The churches, schools and organizations are the “Chartered Organization” that sponsors our Cub Scout Packs. The “Scouting Program” was developed by Robert Baden-Powell. It is a program world wide.

We be loyal scouts; Robert Baden-Powell’s dreams and philosophy coming together in a program that develops character through connections.

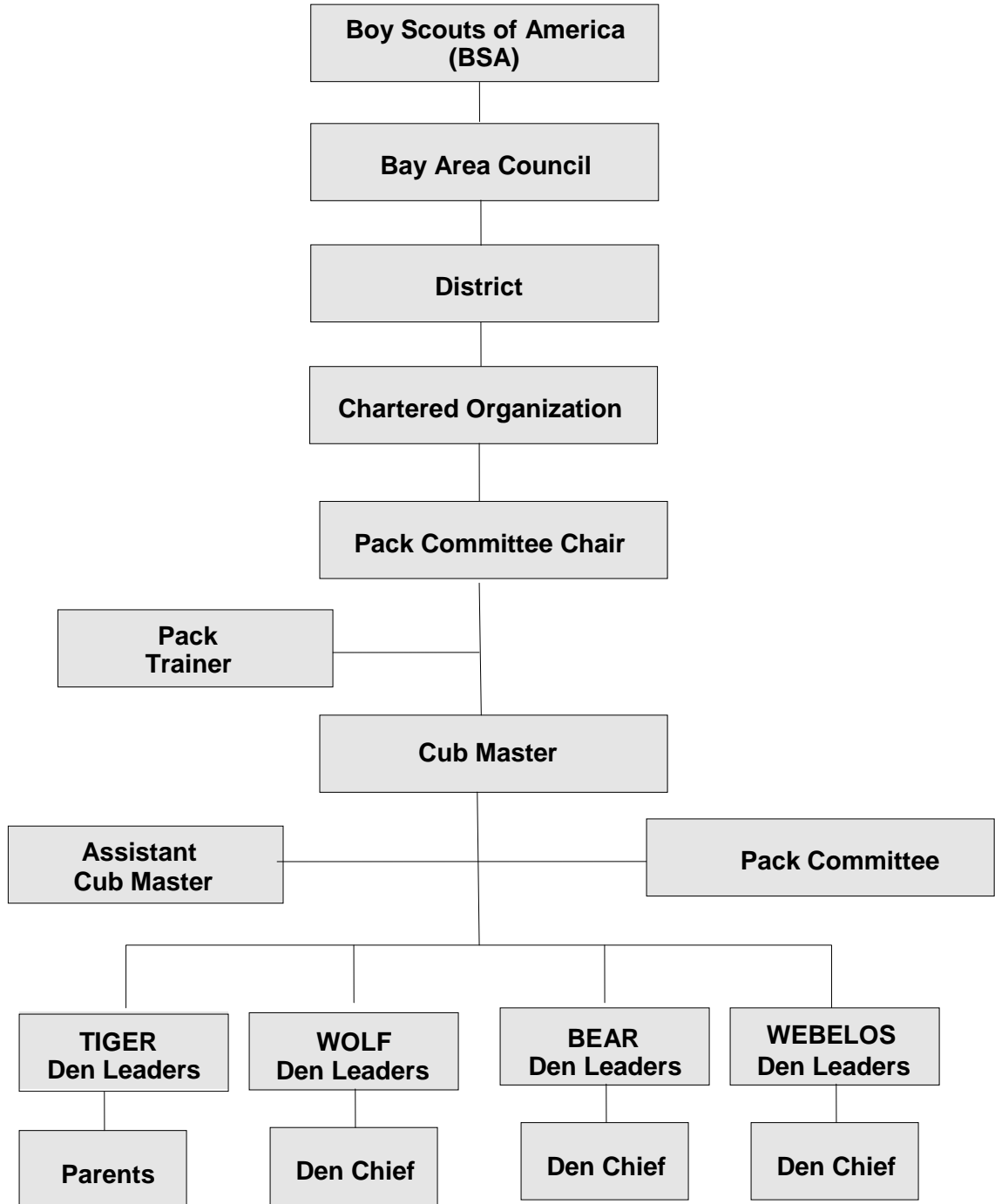
Powell was once asked, “*Be prepared for what?*”

His reply, “*why for any old thing, to be ready to do your duty to help others*”.

This is what Scouting is all about.



PACK ORGANIZATION CHART



Pack Structure

Like every good organization there is a structure to the Cub Scouts – there is the Cub Scout “Den”, the “Pack”, and the “Pack Committee”. The following explains each of these:

Den

The Cub Scout Den is the basic unit of Cub Scouting. Dens are composed of four to eight boys of the same age or rank. Generally dens meet about three times per month, September through May, and once a month during the summer months of June to August. Meetings are conducted by the Den Leader(s), Assistant Den Leader(s) and parent volunteers. A Boy Scout from a local Troop may assist as a Den Chief. The Dens work on achievements / electives / activity pins, depending upon their rank.

Pack

The Pack is made up of several Dens. The Pack includes not only the boys in those Dens, but also their families and their Leaders. The Pack holds meetings once a month, which is attended by Cub Scouts, Leaders, parents and other family members. The **Cub Master and Assistant Cub Master** serves as master of ceremonies at all Pack meetings and leads Pack activities. The Pack meeting is the culmination of that month’s Den meetings and activities. It gives the Dens something to look forward to and work toward. This is a chance to recognize the boys, their parents and their Leaders. The Pack Committee members attend Pack Meetings to give assistance and answer questions.

Pack Committee

The Pack Committee takes care of the administrative needs of the Pack. It is organized and chaired by the Pack Committee Chairperson. As a Den Leader, you are automatically a part of the Cub Scout Committee and are expected to attend these meetings. The committee is responsible for:

- Finding a meeting place for the Den meetings.
- Setting Pack policy in accordance with Boy Scouting and the chartered organization.
- Coordinating the Pack program with that of the charter organization.
- Assisting with the annual Pack charter renewal.
- Carrying out the policies and regulations of the Boy Scouts of America.
- Providing encouragement to leaders in carrying out the Pack program.
- Providing the finances and fundraising coordination for the Pack.
- Managing and controlling the Pack property (i.e. Pinewood Derby track, camp equipment, etc.).
- Ensuring the quality of the adult leadership and that the leadership is recruited and trained. This is all adult leadership, including Cub Master.
- Recommending this leadership to the charter organization for final approval.
- Coordination between the Pack and other scouting units.

Families

The Pack is a family organization, and is run by parents who volunteer as Den Leaders, Assistants, Committee Members, or as planners of special events. In order to successfully achieve the stated goals of scouting the involvement of all parents is required. As a Den Leader, look to the parents of the boys for assistance in your Den meetings and Den activities. Their participation greatly benefits the boys in the pack, their community, themselves, and especially their sons. Remember the saying, “it takes a village to raise a child”; well in Scouting “it takes a Pack to raise a Cub”.

Cub Scout and Leader Registration

Cub Scout Registration

Each of the Cub Scouts is registered individually by any leader in the Pack using the current Youth Application Form. Each new Scout to the Pack is responsible for his own registration and fees due with the application prior to the start of meetings. Returning Scouts and Leaders' registration fees are paid for at the time of internet re-charter due in January. The National Registration fee pays for registration with the Boy Scouts of America and unit insurance. BSA is self insured; underwriting themselves. This registration fee covers your child during the Scout Calendar year for his scouting activities.

Cub Leader Registration

When a Cub Scout is registered the parent is asked also to register as a volunteer. If a parent accepts a position of leadership they too must agree to have online Youth Protection Training immediately before becoming a leader. All basic online training for their position is then completed within 30 days. Each new Scout Leader is responsible for his own registration fees due with the application. The Committee Chairman and the Charter Organization can only accept the registration of Leaders. Parents are asked to participate in many aspects of Cub Scouting so this registration becomes very important. Additionally, this registration provides the parent with a limited amount of insurance while participating in sponsored Cub activities and outings. For Tiger Cubs, 1st Grade, a parent is required to be in attendance. The Adult Application form is not filled out in this case unless they are also taking a position other than a Tiger Adult partner.

GOOD TURN FOR AMERICA

Scouts across the nation have been answering the service call. In 2004, BSA has created a program to help track important service hours and give recognition to those units. Enter your service projects throughout the year no matter how big or small. By doing this, your unit will be eligible to receive the Good Turn for America patch and year segment. You will receive additional year segments corresponding to the year. Your Pack Committee Chair will have the Unit ID # and Local Unit # that is required for you to log in your Den. After hours are logged; print the certificate to turn into your local Scout Shop. The Pack is responsible for purchase of these patches; however you cannot purchase them without a certificate.

www.goodturnforamerica.org



Scout Shop

The Boy Scout shop is where Cub Scout supplies can be purchased. Items such as Cub Scout manuals, Den Leaders manuals, Pinewood Derby kits, patches, uniforms, etc. can all be bought at the Boy Scout shop. There is one Scout Shop in our Council. Or you may order from National on-line www.scoutstuff.org or toll free at 800-323-0732.

Bay Area Council Scout Shop
3020 53rd Street, Galveston, Texas

Order Line: 409-744-5206
Fax Orders: 409-744-7850

Monday – Friday 9 a.m. – 5 p.m.
Second Saturdays 9 a.m. – 1 p.m.

Cub Scout Colors – Blue & Gold

The Cub Scout colors are blue and gold. The blue stands for truth and spirituality, steadfast loyalty, and the sky above. The gold stands for warm sunlight, good cheer, and happiness. Together, they symbolize what Cub Scouting is all about.

Cub Scout Promise, Law of the Pack, Motto

The Den leaders need to know the “Cub Scout Promise”. It is said while the right arm straight with the hand forming the Cub Scout sign. Also they need to know the “Law of the Pack”, and the Cub Scout Motto.

Cub Scout Promise

I, (*say your name*), promise
 To do my best
 To do my duty to God
 And my Country
 To help other people, and
 To obey the law of the Pack

Law of the Pack

The Cub Scout follows Akela.
 The Cub Scout helps the pack go.
 The pack helps the Cub Scout grow.
 The Cub Scout gives goodwill.

Cub Scout Motto

DO YOUR BEST

Tiger Cub Motto

SEARCH, DISCOVER, SHARE

Cub Scout “Sign”, Handshake and Salute

The Den Leader needs to know the Cub Scout sign, handshake and salute. The two fingers in the Cub Scout sign stand for the 2 parts of the promise (*help others and obey*).



Cub Scout Sign



Cub Scout Handshake



Cub Scout Salute

Cub Scout Uniform

It is important that each of the boys have the appropriate Cub Scout manual (*Tiger, Wolf, Bear, or Webelos*), and be dressed in the official Cub Scout uniform when attending Den and Pack meetings, and other Cub Scout related activities (*i.e. service projects, fund raisers, outings, Jamborees, etc.*). The uniform is an important part of Scouting. It helps give the boys a sense of belonging to the group and enhances a sense of teamwork. It also allows each boy to display his achievements and be continually recognized for what he has accomplished.

The following is an explanation of the uniforms and what insignias are needed. The responsibility for purchasing the manual and the boys' uniform, and applying the insignias on the uniform, falls on the parent. The Den Leader should encourage the parents to purchase the manual and uniform for the boys. When a parent is unable or unwilling to purchase a uniform the Committee Chairman should be informed so that other arrangements can be made to acquire a uniform.

Tiger, Wolf and Bear Cubs Uniform

The minimum required uniform for the Tiger, Wolf and Bear Cub Scouts is the blue Cub Scout shirt, patches and neckerchief. Optional uniform pieces include pants, rank specific socks, cap, neckerchief slide and belt. The Belt Loop Awards will only fit on the BSA official belt. (Note: As of May 2004, BSA National has changed the Tiger uniform. They will not wear the traditional "Orange T-shirt"; instead they are to be in the Traditional "Blue".)

Webelos Scout Uniform

The Webelos Cub Scouts have a choice of the blue Cub Scouts shirt or the tan "Boy Scouts" shirt (*with blue epaulets*), the Webelos neckerchief. Optional uniform pieces include pants, rank specific socks, cap, neckerchief slide and belt. The Tan shirt is optional for the Webelos but is recommended if there is choice on which to purchase. The tan shirt is the same shirt that is used in Boy Scouts and is a means by which to connect the Webelos Scout to the Boy Scouts at an earlier age.

Basic Insignias needed on shirts of both Cub Scout & Webelos uniforms

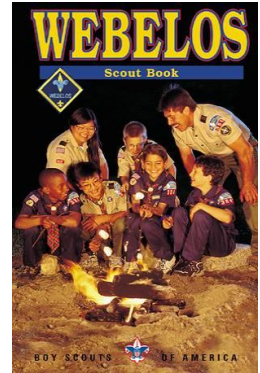
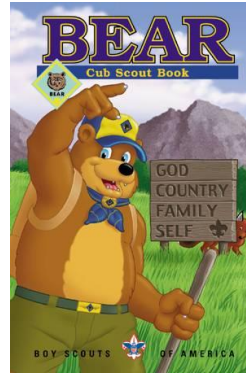
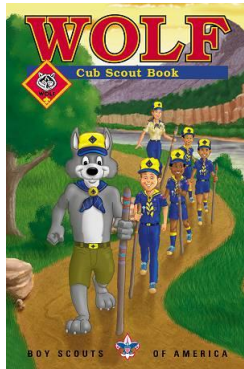
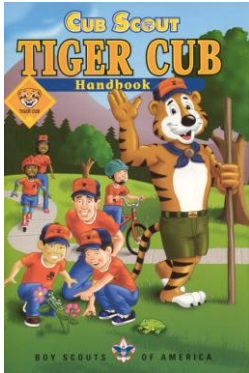
- Bay Area Council Patch
- World Scouting Crest Patch
- Your Pack Numbers
- Den # Patch or Webelos Patrol Patch

Blue Cub Scout Uniform for Tiger, Wolf, and Bear; Tan for Webelos



Cub Scout Handbooks

The Cubs will need a handbook for each level in Scouting. He works through tasks from this book in order to receive awards and advancements. The following are the different Cub Scout Handbooks:



Den Leader Uniform

To be a good example to the boys, and appropriately represent their position, it is necessary that the Den Leaders come dressed in the official Scout uniform for their weekly Den meetings and any other Cub Scout related activity (*i.e. outings, service projects, etc.*).

Field Dress Uniform

The Cub Scout Den Leaders need the tan Boy Scout Shirt, insignias, neckerchief and slide. The last two pages of this document identify the correct placement for the insignias on the uniform. Loden Green shorts or pants, and green with red topped socks are also required. Leaders are required to “Salute” while in this uniform.

The following are the insignias needed on the Den Leader shirt:

- Bay Area Council Patch
- World Scouting Crest Patch
- The Pack Numbers
- Specific Position Shoulder Patch

Please reference the Scouting Insignia Guide for additional Adult Leader achievements and if you were a Scout in youth to add to your Uniform in the form of:

- Service Stars
- Achievement Award Knots
- Other specific recognized Awards

Leader & Cub Scout Activity Dress Uniform

The Den Leaders and Scouts can wear a Scout Activity Shirt (T-shirt or Sport Shirt) when conditions are not conducive to Field Dress. This is a shirt embellished with a BSA Event, Cub Scouting, or Pack Insignia. Leaders should still wear the loden green color for shorts or pants. If the leader & Scout are in Activity Dress, he/she is in a recognized BSA uniform. Leaders & Scouts are required to “Salute”. They do not salute if there is no “Scouting embellishment” on the shirt; even if they are in “Leader Colors”. In reference to caps; with “scout embellishment” you keep it on, without you must take it off.

Leadership Training

This is Scouting, Leader Specific & Youth Protection

Each Den Leader must receive “Fast Start for Cub Scouts”, “This is Scouting”, “Leader Position Specific” and “Youth Protection Training”. These training courses are online. Training can be found on the Bay Area Council web site www.bacbsa.org. For extended position training in person courses will be offered throughout the year. Please check under the Districts and Training on the Council Website. Keep in mind that you can attend any training within Bay Area Council or other Council’s in the Country; you do not have to take training only in your District nor your Council. It is always best to confirm time and location by referencing the Council website, calling the Scout Office. If you take training out of Council you MUST submit a copy of your training card to the council office for recording.

Also, it is very important that **Youth Protection Training be completed immediately** because it is now necessary that the Youth Protection Training certificate be presented to the Scout office along with your leadership application for processing. No exceptions, ifs, ands, or buts about it. You must log on as “**Guest**” to take the initial training. After your registration is processed a Member Id will be given. You can log back on to your account at any time and link your training account to your Member ID.

On-line Training

On-line (Internet) training. The “Fast Start”, “Youth Protection”, “This Is Scouting” and “Cub Specific” training is available on-line at www.bacbsa.org/training/general. You can take any online training you wish in addition to your leader specific required trainings. A list of required trainings is located on the training section of the website. You can log on as a guest to take your training. After your application has been accepted you will be given a BSA member ID number. You can then update your profile and add your BSA Membership ID in order to have all of your online training recorded directly to your ID.

This ID can be obtained from Bay Area Council’s Scout Service Center

Telephone: (409) 744-5206

Leader “Pow-Wow” or “Scouter Success Seminar”

The Scout “Pow-Wow” or Scouter Success Seminar is conducted once or twice a year. They are a daylong conference where Scout leaders can receive specific training with regard to their positions. Seminars are taught through out the day focusing on specific aspects of Scout leader responsibilities and Unit activities. It is a big help and a lot of fun. There is a modest fee for this training. In most cases the Pack has budgeted for this so contact your Pack Committee Chairman to find out if your attendance will be reimbursed.

Monthly “Round Table”

The Scout leadership for the District holds a meeting called the “Round Table” on the **1st or 2nd Thursday** of each month at 7pm. (Please look under your District section of the website to confirm your specific District location and day, or contact your District Executive.) This meeting is designed to answer questions and provide additional helps and information regarding upcoming District Scout events. Leader Award and recognitions are held during these meetings. It is also another way to obtain support from other Scouters, and meet all of those other volunteers in the area. Everyone, including Scout parents are welcome to attend “Round Table” meetings. All Den Leaders, Cub Masters, Assistants, Committee Members’ and active parents attendance at the monthly Round Table is highly encouraged and recommended.

Coastal & Cradle of Texas Districts are held on the 1st Thursday of the month

Northern Star & Thunderbird Districts are held on the 2nd Thursday of the month

University of Scouting

Once a year some BSA Councils will offer University of Scouting. This is a daylong conference where Scout leaders can choose specific training with regard to their position and earn Degrees in the Scouting Program. It is a great way to obtain training and other valuable information to help in your Scouting program. There is a modest fee for this training. In most cases, the Pack has budgeted for this so contact your Pack Committee Chairman to find out if your attendance will be reimbursed. Advance registration is required.

“2 Deep” Leadership

It is BSA policy that two adults be present at all times during Cub Scout Den meetings, lessons and activities (*reason has to do with “Youth Protection”*). One must be a registered adult leader; the other a responsible adult over 21. If there are not two adults available (parents or other adults), and it is not possible to join together with one of the other Dens; then the meeting or activity must be cancelled. No youth is allowed to be alone with any adult other than their own parent or guardian. The “2-Deep Leadership” can not be related. (*i.e. husband & wife – parent & older child above 21 years old*)

Running a Cub Scout Den

Both Den Leaders and Assistants are “co-leaders” of the Den. Responsibility is normally shared equally between the two Den leaders when it comes to teaching the lessons. It is always wise to be flexible and consider each other’s unique talents when deciding how to divide the responsibility and run the Den.

Weekly Den Meeting Lessons

The weekly lessons need to be taught from the rank specific Cub Scout Handbook. For the Tiger, Wolf and Bear Dens additional “helps” for the lessons can be found in the “Cub Scout Program Helps” booklet and the Cub Leader “Frontiersman” mailer. For Wolf and Bear Cub Scouts; the parents are suppose to help the boys through the material and sign activities off as they are done. In some instances the Den Leader may be required to sign off the activity in the Cub Scout manual when the parent is not being responsive and/or when the activity is a group activity and done by the Den. For the Webelos; the Webelos Den Leaders sign off the activities. The following are some tips for a successful Den meeting:

- Always plan the meeting in advance. Write down your plan and share it with your co-leader and Den Chief.
- Keep the boys occupied at all times; not just with busy work, but with activities that fulfill the Purposes of Cub Scouting and progress towards their rank.
- Be sparing with your criticism; generous with your praise.
- Always be fair and consistent with discipline. Don’t permit one boy to do something you would discipline another for doing.
- Treat each boy as a very special individual.
- Establish your rules and stick to them.
- Begin and end meetings on time.
- Set a good example by wearing your uniform.
- Use the Cub Scout sign to get attention...don’t shout or yell. (*Signs Up*)
- Give the boys a chance to let off steam. Plan den meetings to alternate quiet activities with active ones.
- Be firm in a friendly way; remember you are the leader.

Den Meeting Structure

The Den meeting should be the highlight of the boy’s week. It is absolutely imperative that each Den meeting be carefully planned by the Den Leaders. The following are the normal parts of a Den meeting:

- **Before the meeting** – it is important that the Den Leaders arrive a few minutes before the Den meeting to set up and review together once more the activities planned for the Den meeting.
- **Gathering** – this time period is when the boys are slowly arriving. It is important that an activity be planned to hold the boy’s interest until the other boys arrive. Some suggestions are songs, crossword puzzles, etc.
- **Opening Ceremony** – this includes things such as recitation of the Scout Promise, Prayer, Pledge of Allegiance and any special announcements needed for all the Cub Scouts.
- **Lesson/Activities** – This is the time that the lesson from the Cub Scout Handbook is given and/or the activity accomplished. Of particular help, is the “Cub Scout Program Helps” booklet that can be used in conjunction with the Leader book and rank handbook. **MAKE IT FUN AND ACTIVE** – Do not just lecture.
- **Snack (optional)** – it is nice on occasion to have a refreshing snack for the kids as the meeting nears its end.

- **Business Items** – this is when achievements from the boys’ books are recorded into the Den Leaders advancement form, etc. This should be done quickly so as to not lose the attention of the boys nor cut into imperative den time. A great time to do this is when the Scouts are occupied with a snack.
- **Closing** – this could be a review of what you need the boys to do to get ready for the next Den meeting. It could be a quick discussion about behavior problems, a time to give the boys messages that they need to take to their parents, and a final check that each boy has his book to take home. This time should be a den gathering that includes a closing non denominational prayer.

Living Circle (optional) – The den forms a Living Circle by standing with their Den Leader and den in a close circle, facing inward. The boys are turned slightly to the right in the circle and each boy extends his left hand into the center, palm downward and left thumb pointing to the right. Each boy then grasps the extended thumb of the person on his left, thus making a living circle. Each boy should then hold his right hand high above his head in the Cub Scout sign and recite the Pack law or maybe their Den yell.



Living Circle



Left-hand thumb grip

- **After the meeting** – this is a time for the Den Leaders to take a minute and align themselves with the tasks they need to do and make final plans for the next meeting. It may be necessary to arrange a Den Leader meeting at a different time to work out the needed details for the next Den meeting. This is also the time that any parents can have the “one-on-one” time with the leader(s) about any questions or concerns they might have.

Den Code of Conduct

At your first den meeting sit down with the boys and discuss what a den meeting will be like and what you hope to accomplish. Introduce the cubs to the Cub Scout sign. Let them know that you have no intention of wasting your time screaming and hollering at them (the boys will appreciate that too!) and you will only be using the sign to get their attention. (A whistle is nice to use for rowdy outdoor games). Have the boys tell you what rules they think would be appropriate for den meetings. You’ll be surprised; the boys will be harder on themselves than you would be. Write the rules down on a poster board and have them displayed at each Den meeting. Here’s a sample Den Code of Conduct:

- I will wait my turn to speak
- I will always speak respectfully
- I will keep my hands, feet and personal items to myself

- I will listen to Akela
- I will respect my fellow Scouts
- I will keep our meeting space clean and supplies organized

You may want to initiate a “**Three strikes – you’re out**” method of enforcement, with a verbal warning for the first strike, ‘time-out’ of the activity for the second strike, and a call to the parent to have them pick up the boy for strike three. BSA does not stand for Baby Sitting of America.

Rewarding Good Behavior (Coup & Beads)

When a boy is good and/or actively participates it is important to reward the behavior. One good method is the Indian “Coup and Beads”. The boys can make the Coup with either leather or vinyl strings and it can be made into a den totem for all to see. When a boy does something good a color-coded bead is added to the coup. The following are ways the boys can earn these beads:

- **Blue bead** – Coming in uniform with the Cub Scout Handbook
- **Red bead** – Advancement
- **Orange bead** – Pack meeting attendance
- **Green bead** – Participation in Pack events (i.e. Pinewood Derby, Regatta, Cub Scout service project, etc.)
- **Purple bead** – Participation in District or Counsel events
- **Yellow bead** – Having no “strikes” at the end of den meeting, etc.

Den Chief

Den Leaders may ask for the assistance of an older Scout whom can serve as the dens “Den Chief”. The Den Chief can be used to assist in teaching specific lessons, leading/teaching songs and skits, Den meeting set up and clean up, or any other activity of help to the Den Leader. The Den Chief is not the Leader and adult supervision is still required. If a Scout is asked to assist in this capacity it is probably best to request their time and assistance for a period of six months to one year and get their commitment (and their parents) to faithfully assist for that time period. Make sure their schedule is clear to be able to assist. They do not necessarily have to go to each and every Den Meeting. If used, plan in advance how and when you want the assistance of the Den Chief. Boy Scouts need the “leadership” this program provides for their advancements. Den Chiefs can be acquired by contacting your local Troop in order to submit your request.

Denner

The Cub Scout Denner is a Den member elected or rotated for 1 month, to help with setting up the facilities, leading the ceremonies, carrying the den flag, games and songs, and other appropriate leadership duties. They wear a yellow cord on their left epaulet to show their position in the Den. The short term should give all boys a chance to serve. Or you may chose to have a different Denner at every meeting/event; this works well with the younger ranks for they do not have to “wait so long” to hold that position they all want.

Cub Scout Advancement

The Cub Scout ranks must be earned at the designated age for the rank (i.e. Tiger – 1st grade/age 7, Wolf – 2nd grade/age 8, Bear – 3rd grade/age 9, Webelos – 4th & 5th grade/age 10-11). “A Scout may not ‘go back’ and work on advancements designed for younger Scouts. A new Webelos Scout, however, must earn the Bobcat & Webelos Badge before he can earn the Arrow of Light Award.” (Cub Scout Leader Manual, p.130). The Bobcat must be earned by any new Scout entering into the program, before he receives any rank. The rank achievement programs were designed to be age-appropriate. If a parent questions this further it may help to review with them the aims and goals of the Cub Scout program.

For more information on ranks refer to Cub Scout Leader handbook.



Bobcat

The Bobcat badge is the first rank every Cub Scout must earn regardless of age or grade. The Cub must learn the Cub Scout Promise, the Law of the Pack, the meaning of Webelos, the Cub Scout sign, handshake, motto, and salute. They must also complete exercises in the **Child Abuse** booklet with their parents. The Bobcat requirements are in all of the rank Handbooks. This patch is worn at the center top of the left pocket, just below the pocket flap.



Tiger

At the age of 7 the Tiger badge is earned by the Cub Scout by meeting the requirements in the Tiger Handbook. The activities are primarily completed at home with the parents, signed off by the parent, and then recorded by the Den Leader. It is also the responsibility of the Den Leader to assist the Cub Scouts with the achievement of these tasks especially as they pertain to “group” activities. The Tiger Rank patch is worn on the left pocket directly below the Bobcat patch.



Wolf

Also at the age of 8 the Wolf badge is earned by the Cub Scout by meeting the requirements in the Wolf Handbook. The activities are primarily completed at home with the parents, signed off by the parent, and then recorded by the Den Leader. It is also the responsibility of the Den Leader to assist the Cub Scouts with the achievement of these tasks especially as they pertain to “group” activities. The patch is worn on the left pocket to the right and slightly below in order to be flush to the side of the Bobcat patch.

- **Wolf Arrow Points** – can be earned after the Cub Scout earns his Wolf badge. Arrow Points are earned by completing electives in the Arrow Point Trial portion of the Wolf book. The Gold Arrow is awarded after the first ten electives are completed, and Silver Arrows are awarded for each additional ten completed electives. Wolf Arrow Points are worn below the Wolf Rank patch.



Bear

At the age of 9 the Bear badge is earned by the Cub Scout by meeting the requirements in the “God”, “Country”, “Family”, and “Self” sections of the Bear Handbook. These activities are primarily completed at home with the parents, signed off by the parent, and then recorded by the Den Leader. It is also the responsibility of the Den Leader to assist the Cub Scouts with the achievement of these tasks especially as they pertain to “group” activities. The patch is worn on the left pocket below left and slightly below in order to be flush to the side of the Bobcat patch.

- **Bear Arrow Points** – can be earned after the Cub Scout earns his Bear Badge. Arrow Points are earned by completing electives in the Arrow Point Trial portion of the Bear book. The Gold Arrow is awarded after the first ten electives are completed, and Silver Arrows are awarded for each additional ten completed electives. Bear Arrow Points are worn below the Bear Rank patch.



Webelos

At the age of 10 the Cub Scout earns the Webelos Badge by meeting specific requirements from the Webelos Handbook in preparation to becoming a Boy Scout. The Webelos Scout activities are verified and signed off only by the Den Leader. If the Cub did not earn the Tiger Rank, the diamond shape patch is worn on the left pocket below the Wolf and Bear patches on the Uniform. If all ranks were achieved the Scout will wear an oval Webelos Rank patch on the Uniform. The word “Webelos” comes from the phrase “We’ll be a loyal Scout”.

- **Webelos Pins** – A different pin is awarded for each activity requirement accomplished by a Webelos Scout. There are a total of 20 pins divided into five groups of four. Certain pins are required in order for the Webelos Scout to earn the Webelos Badge and the Arrow of Light. The pins are worn on the front blue panel of the Webelos cap, or on the Webelos Colors.



Arrow-of-Light Award

This is the highest award a Cub Scout can earn. It is earned as a Webelos Scout on his trail to becoming a Boy Scout. The Arrow of Light award is worn on the left pocket flap and is the only Cub Scout award that can be worn on the Boy Scout uniform. The arrow-of-light “points the right way to go”. The achievement of this award is celebrated by an impressive ceremony conducted by the Cub Master at the Pack meeting. It is important for you as the Den Leader to notify the Cub Master well in advance of the Pack meeting that this award will be given so that they can properly prepare for the presentation of the award.

Religious Awards

A Cub Scout can earn this award by meeting specific requirements outlined by the specific denomination for this award (i.e. Church attendance, giving an open and closing prayer, etc.). The award comes in two forms – a medallion specific to the denomination, and a patch with a silver square knot on a purple background. The medallion is to be worn only for formal events such as the Blue and Gold Banquet, uniform inspections, recognition dinners, and other special events. Both the medallion and the square knot patch are worn above the left pocket. The square knot patch may be worn continuously on the Boy Scout uniform. This award can be “re-achieved” as a Boy Scout. This high achievement is specially acknowledged by the Cub Master at the Pack meeting. It is important for you as the Den Leader to notify the Cub Master well in advance of the Pack meeting that this award will be given so that they can properly prepare for the presentation of the award. Refer to Duty to God No. 5-879.

Cub Scout Encouragement and Recognition

It is important that the boys receive encouragement and recognition of their achievements towards their ranks in a timely manner. The two methods of doing this are the “Immediate Recognition” and the “Webelos Colors”.

Immediate Recognition Beads

To show the Tiger, Wolf and Bear Cub Scouts progress they are given an “Immediate Recognition” pocket attachment. This is a plastic paw print for Tiger rank or a diamond for Wolf and Bear Rank; it has strings attached that are worn on the belt or button of the right shirt pocket. This device will show their achievements by the number of beads that are attached to it. A yellow bead is added for each three Wolf achievements earned, and a red bead is added for each three Bear achievements earned. Tigers will earn an Orange, White, Black or Yellow bead dependent on the achievement. It is the responsibility of the Den Leader to review the boy’s achievements weekly and put on the beads accordingly. This emblem is worn until the Cub becomes a Webelos Scout. These pocket attachments can be obtained from the “Advancement Chairman”.



Webelos Colors

To show the achievements of the Webelos Cubs there is what is called the “Webelos Colors”. These are green, red, and gold streamers on a blue rectangular metal bar. The Webelos Colors are worn on the right sleeve immediately below the U.S. flag. If the colors are worn, activity pins are placed on the streamers as they are earned. The Webelos Colors can also be obtained from the “Advancement Chairman”.

Tiger IR -- Wolf & Bear IR



Red Patch Vest

Still another adornment that is popular with Cub Scout boys is what is known as the “Patch” vest (*also known as the “Brag” vest*). This is a red vest that is used to hold all of the patches the boy received during his time in Cub Scouts (*Note – this vest is NOT considered a part of the official Cub uniform*). These patches could be from any sort of special event (*i.e. Camporee, etc.*). These vests can be especially fun for the boys when they go to special events where they can show off their patches to the other boys. The decision to purchase a vest (*or make the vest*), and attach the patches, is left up to the parents of the child. However, the vest must be the color “red” in order to be worn with the Scout uniform.



Awards and Recognition

A fun part of competition, whether it is in the Pinewood Derby, Dad & Lad cake bake, or Bike Rodeo is the individual awards that the boys receive for their participation; as well as National Honor Den Award and National Summer Time Award! Any award can come in the form of homemade or purchased trophies, plaques, medals, ribbons, pins, award certificates, prizes or even gift certificates. It is important that each of the boys who participate in an event get some sort of recognition for their efforts. Don’t forget about other leaders and siblings who participate too. Award categories can be made up and are only limited by your imagination. BSA is all for Packs creating their own Awards; just do not alter existing awards or substitute awards for another purpose from the ones standardized in BSA. We have found that certificates, if creative and done right, is more than enough to congratulate the boys. Just remember to Acknowledge, Acknowledge, and Acknowledge; especially to those Scouts who are performing the Scouting Values on their own initiative.

Belt Loops & Pins

One of the biggest award and recognitions; is that of Belt Loops and Pins. There are 17 Academic and 21 Sport programs. These programs allow a Scout the chance to be introduced to an activity; giving him the chance to earn a “loop”. Then he can further his involvement in that activity to earn the “pin”. The loops and displayed on the Cub Scouts’ belts and the pins are displayed on the “C” patch that is placed on the “Red Vest”. Please refer to the Cub Scout Academics & Sports Program Guide for in depth specifics and requirements. This guide is not, rank specific, and can be utilized from Tigers through Webelos. It is recommended that every Scout obtains his own copy to use.

Sport Loops are Silver Academic Loops are Gold



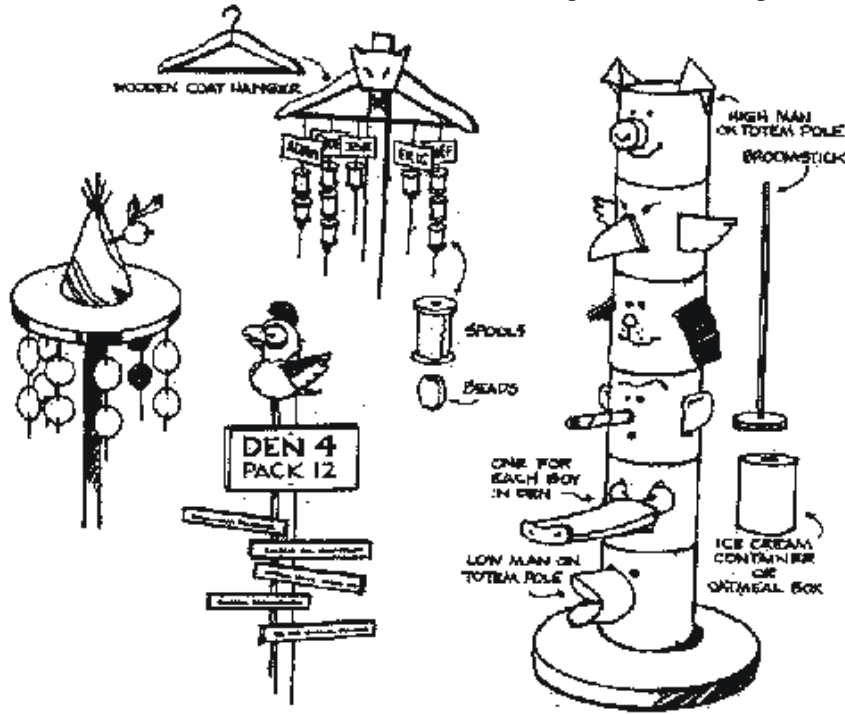
Archery & BB shooting are the only 2 Loops in Bronze



Scout Academics & Sports Pins on the “C” Patch

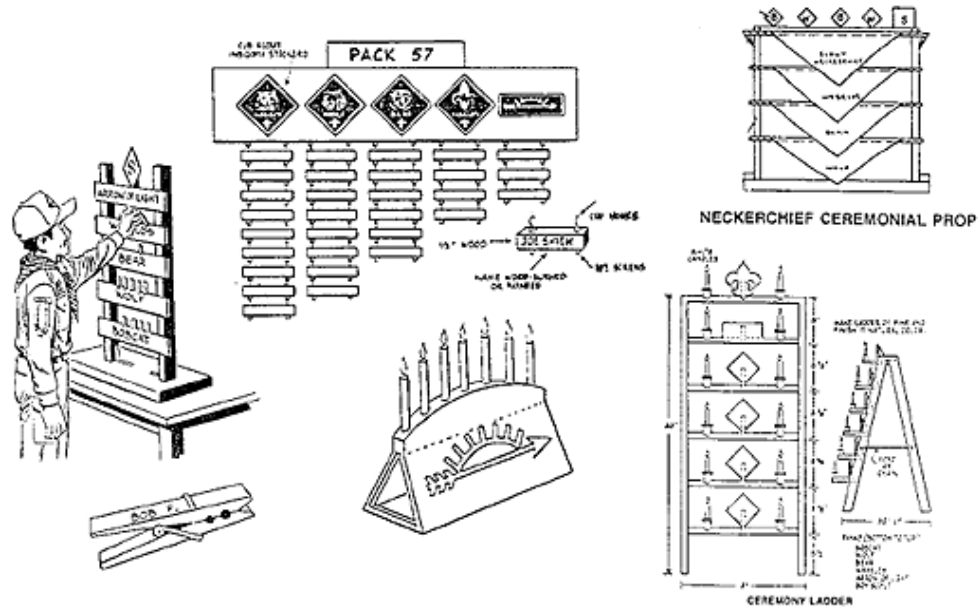
Den Doodle

Another way of showing immediate recognition is the Den “Doodle”. A den doodle is an emblem – a figure chosen by the den and placed on a stand (totem) or hung on a wall to show each boy’s advancement status. Using leather thongs or string or shoelaces, circles of cardboard, wood, tin, beads, or other devices are suspended from the totem as achievements are earned. A doodle stick dates back to the Indian coup stick and totem pole.



Pack Advancement Board

It is important to have advancement on the minds of the boys, and their parents, as much as possible. A way of doing this is to have your Advancement Chairman buy or create an Advancement Chart or Board and have it prominently displayed for the boys and parents to see on a regular basis. A basic Cub Scout Advancement Chart can be purchased at the Scout Store. However if your pack or den would like to have an Advancement Board you will likely have to make it. The following are examples of Pack Advancement Boards.



Pack Meetings

A Cub Scout Pack meeting is held once a month with everyone. As a Den Leader/parent you are expected to attend this meeting and lead your Cub Scouts. The Cub Master conducts the entire pack meeting with the Assistant Cub Master; having before hand arranged with each Den for their participation. Pack Committee members should also be in attendance to answer parent questions and to help with the meeting. The purpose of the Pack Meeting is to show off the boy's accomplishments through exhibits and presentations, present individual awards and advancements, and have fun. It is not meant to be an "info hour". To shorten the business side of the Pack meeting; try other options such as a bulletin board, newsletter and/or hand out packets. The Pack meeting is held at its Pack Meeting Facility and normally should last 1 hour but no longer that 1 ½ hours. A typical Pack meeting, with den assignments, is as follows:

1st – Set-up of the Meeting Area – the den (parents and boys) assigned to this should arrive at the meeting place 15 to 30 minutes before the meeting time and set up chairs and display tables as required for the Pack meeting.

2nd – Gathering Activity – the den assigned to this is responsible for providing a fun activity to keep the boys busy until all of the Cub Scouts arrive. This activity should be conducted from about 6:45 and should end promptly at 7:00 p.m. so the meeting can begin on time.

3rd – Opening Ceremony – the den assigned to this is responsible to assign the boys needed to present the colors (flags), lead the pledge-of-allegiance, and lead the recitation of the Scout Promise.

4th – Awards and Advancements – this part of the Pack meeting is presented by the Cub Master. It is at this time that the Cub Master calls the boys with or without their parents up to the front of the room. The Den Leader also presents the boy with the advancement/award. When the Wolf, Bear or Webelos award is given there is a pin that the boy pins on the parents' shirt lapel. (*NOTE – make sure the parent pin is acquired the same time as the patch so it is available at the Pack meeting*). Traditionally the Cub Master and the Den Leader shakes the boy's hand in congratulations using the Cub Scout handshake.

5th – Game or Skit – the den assigned to this will present a short game or skit lasting no longer than 10 minutes. It should be related to the monthly theme, if possible, and should be positive, build confidence and self-esteem and be age appropriate. “Bathroom” humor is discouraged.

6th – Song – The den assigned to this is responsible to teach the Pack a new song related to the monthly theme, if possible, or just a good camp fire song. As with the skit the Song should be positive, build confidence and self-esteem and be age appropriate. “Bathroom” humor and ill-character is strongly discouraged.

7th – Closing Ceremony – the den assigned to this is responsible to retire the colors (Flags) and provide a Cub Scout to say the closing non denominational prayer.

8th – Treats – It should be a simple treat that the boys and parents can enjoy. The Pack assigned should arrange for both the treat and any cups/plates that are needed to present the treats. They should also clean up the area after the treats have been handed out.

9th – Clean up – the den assigned to this is responsible for cleaning up the area, putting up chairs and putting away tables that were set up for the meeting and restoring the area to the way it was found before the meeting. They should also vacuum and/or sweep the area and throw away the trash.

One way to help a Pack meeting run smoothly from month to month is to create a “**Pack Meeting Den Assignment Matrix**”. This is a chart that designates what each den will do for each pack meeting. The assignments are determined at the Annual Pack Planning Meeting and a copy of this matrix is distributed to the Dens/Parents so that they know what they and their boys are expected to do each month.

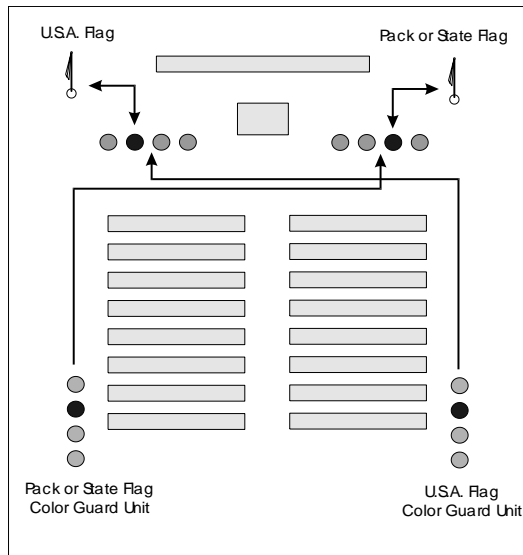
HAVE FUN AT A PACK MEETING – This is the time the Scouts get to “show off” what they did.

Flag Allegiance and Ceremony

It is important for the Den Leader to know that during the pledge of allegiance the boy’s that are in uniform are to salute the flag with the Cub Scout salute, while the boys out of uniform are to place there hand over their heart. This is the same for the Den Leaders. Caps and hats that are NOT part of the Cub uniform are to be removed before the pledge of allegiance. The following is what is said and done by the Cub Scouts during the “presentation of colors” (opening flag ceremony) and the “retrieval of colors” (closing flag ceremony).

Flag Opening Ceremony

Prior to the Pack meeting the Cubs need to put flag stands in place at the front of the room. Looking to the front, the U.S. flag stand should be placed on the left and Pack flag stand (if you have one) is placed on the right. Also prior to the meeting the Cubs that will be apart of the Color Guard(s) are chosen (2-4 for each Color Guard). The U.S. flag Color Guard boys line up in single file at the back of the room on the right. The Pack flag color guard does the same only they are positioned at the back on the left. (See example shown below)



A Cub is chosen to conduct the ceremony and stands at the front of the room. This Cub begins the ceremony by announcing “Color Guard, attention” and then proceeds with each command as shown below. Each of the color guards lines march forward – the Pack flag will come up the left side of the room and the U.S. flag will come up the right side. They will pass each other as they march to their proper position in front of their respective flag stand. When the Color Guard reaches their positions they are commanded to halt. The command to “post colors” is given and the boy holding the U.S. flag places it in the stand first and then the boy holding the Pack flag places it in the stand second. They then both return to their respective color guard unit. They then turn and face the flag and salute. The audience is asked to repeat the pledge of allegiance. After the pledge of allegiance the salute ends with the command of “two” and the Color Guard is then dismissed.

- “Color Guard, attention”
- “Will the audience please arise”
- “Color Guard, present colors”
- “Salute”
- “Color Guard, Halt!”
- “Color Guard, post colors”
- “Please repeat the pledge of allegiance” (audience joins in the pledge of allegiance)
- “Two” (means that the salute can end)
- “Color Guard, dismissed”

Flag Closing Ceremony

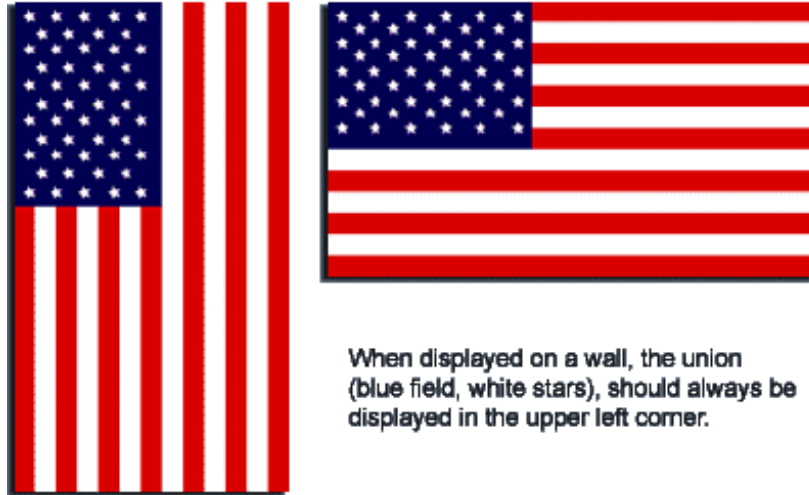
The closing ceremony is done in like manner – the boys start in the rear of the room and march forward on command and then are halted. On command they salute the flag. Then a single boy retrieves the U.S. flag first and then falls back into line with the other boys. The Pack flag is then retrieved and that boy falls back in line. The salute ends with the command “Two”. The Color Guard with the U.S. flag then marches off followed by the Pack flag Color Guard.

- “Will the audience please arise”
- “Color Guard advance”
- “Color Guard salute”
- “Color Guard, retrieve colors”
- “Two”
- “The audience will please be seated”

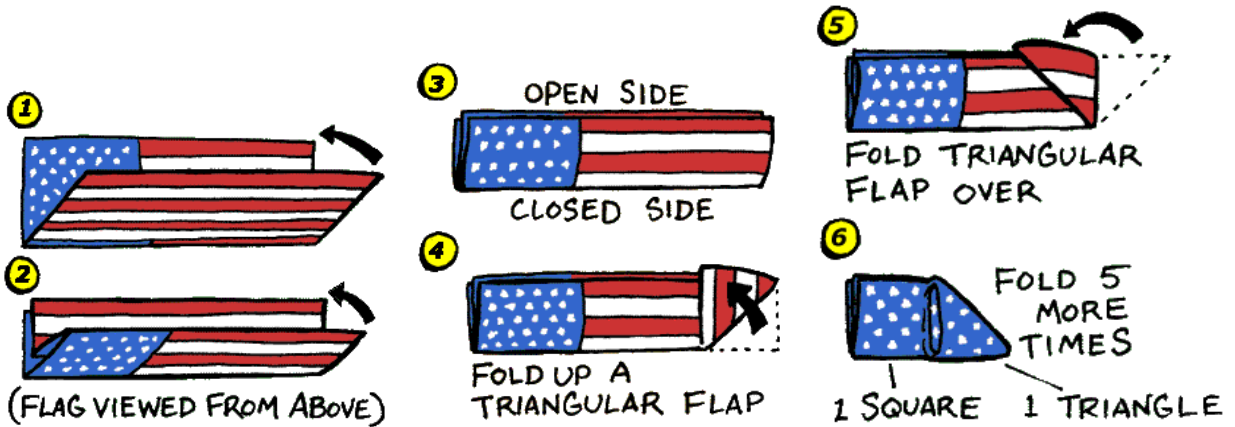
The U.S. flag

Displaying the flag

When displaying the flag in a manner other than on poles and in flag stands it is important to know the proper way to display it. The following shows how a flag should be hung when placed on a wall or hung from a rope:



Folding the flag



Pack and Den Flags

Official BSA Pack Flag



Standard Scout Shop Den Flag



Original Den Flag



Pack and Den flags can add some additional interest to the Pack activities and Pack meetings. They are also a source of pride when taken to Cub Scout District events. The “Official” Pack Flags can be purchased from the BSA store as well as a Standard Rank Specific Den Flag; or you can create your own Den flag. Not only do “Pack” flags receive honor ribbons to display, but there are also ribbons specific for Dens to display on theirs. Just remember that the “flag” is something that the boys will unify around. They take pride in “their” flag; plus it is easy for them to spot when out on outings and in large gatherings such as Scout Camp Flag ceremonies.

“Arrow of Light” and Webelos “Crossover” Ceremonies

As a Den Leader you may or may not have some responsibility in assisting with or performing the AOL and Crossover ceremonies. If you need to perform these ceremonies here are some ideas on what can be done and what props are needed:

AOL scripts

Hundreds of AOL scripts can be found on the Internet by going to <http://www.google.com/> (“Google” search engine web page) and searching on the phrase “Arrow of Light”. Because of the importance of the Native American theme in Cub Scouts it is desired that the story of the “Arrow of Light” be read or enacted. It is imperative that this achievement ceremony be very impressive to all the Cub Scouts. Some of the more impressive ceremonies have the Cub Master dressed up as “Akela” with headdress, Native American outfit (*or facsimile*), and face paint. The script is memorized and enacted by the Cub Master in low light or spotlight while a tape recording of a Native American chant and/or drumbeat is playing in the background.

AOL Props

In addition to the Native American costume worn by the Cub Master it is nice to have a ceremonial campfire ablaze during the ceremony. Obviously this is only possible outdoors and in areas where campfires are permitted. Since this is not always possible you can create a reasonable representation of a campfire with certain household items. Use hidden flash lights with colored lenses inside a “campfire” setting this will create the ceremonial mood effectively. Packs have created a large wood replica of the AOL badge and have it rigged with a light bulb at the end each of the 7 points. These lights are turned on one at a time as the meaning of each point is described

AOL Award Plaque

In addition to the ceremony and the award of the AOL patch; some Packs have gone to the expense of purchasing or making an AOL plaque to present to the Cub Scout. Most are made of wood with the AOL patch design carved into or raised above the wood surface. These will sometimes have an arrow attached to the plaque (tip blunted or replaced by a replica stone arrow point). Different versions have a little bronze plate with the boy’s name and award date on it stuck to the plaque and/or they could have the Cub Scout patches (Bobcat, Wolf, Bear, Webelos) attached to it in some way. (*Also, search the web using the phrase “Arrow of light plaque” to see other examples*) The option to buy/make and present a plaque is left up to the Cub Master, Den Leaders and parents.

Webelos and Cub Crossover Ceremony Script and Props

Some boys will not achieve the AOL award but will still advance into Boy Scouts. For all boys advancing from Webelos into Boy Scouts a “Crossover” ceremony needs to be performed that is separate from one done at the end of the year for “Rank Crossover”. Many Packs have gone to the effort of constructing a tiny “bridge” made of wood that can be traversed by the Cub Scout as the means of “crossing over” to Boy Scouts and/or the next rank in Cub Scouting. The construction can be very simple (2x4’s) and the size very small (2 feet wide and 4 feet long). The boys need only to step onto it, take a step, and step off it. Some Packs have gone to the trouble of putting a 2x4 on each side at the ends which have rope strung between them (representing the side rails of the bridge). Searching the Internet for “Crossover Bridge” will get you examples of some of the bridges presently being used by Cub Scout Packs. As with the AOL ceremony there are many scripts on the Internet for the Crossover ceremony.

Ceremonies in General

Ingredients for Ceremonies:

- **ACTION** - Use as many people as possible. Force them to move about by having them use ceremonial props.
- **ADVENTURE** - Relate the ceremony to the theme of the month, if possible. Have the participants identified with the theme through action, narration, and costume.
- **COORDINATION** - Plan ahead, anticipating each step in the ceremony. Anticipate the props which will be needed and start work on them as soon as possible. Take nothing for granted. Explain the WHO, WHAT, and WHEN of the ceremony.
- **DELEGATION** - Don't try to do everything yourself. Rely on others to help,
- **AUTHORITY** - but be sure to have a handle on the entire planning.
- **DIGNITY** - Do not permit any horseplay or other action which will detract from the dignity of the occasion if you want to hold the attention of your audience.
- **IMAGINATION** - Get showmanship into the act. If the Cub master doesn't have a dramatic flair, rely on someone else to produce the ceremonies.
- **IMPROVISATION** – Use low-cost and easy to find materials, Recycle some would-be trash items for props.
- **INSPIRATION &** Help the participants and audience understand the spirit of
- **IDEALS** - Cub Scouting and the theme by your preparation of the ceremony.
- **MOOD** - Use lighting; make an announcement, music or a prop. Don't string it on the audience cold.
- **PARTICIPATION** - Get the parents involved with their son; the Den Leaders with their den; outside persons to compliment the theme. Get as many people as appropriate to participate in the ceremony. It is through participation that boys develop poise, self-reliance and confidence.
- **SIMPLICITY** - KISMIF. Keep it simple, make it fun.
- **SYMBOLISM** - The proper use of props can provide symbols of deeper meanings and values you want to instill. A lighted candle can represent the ideal, an individual, etc. A paper chain can represent unity, strength.
- **PROPER STAGING** - Always face the audience. Elevate so everyone can see. Make sure everyone can hear.
- **VARIETY** - Avoid repeating the same ceremony meeting after meeting, either in the den or pack. No matter how well it is received the first time, it may be a bore the second time.

Ceremonial Props

A few attractive props help set the scene for an impressive ceremony. A little "showmanship" along this line shows the boys and their parents that your pack really cares that they came to the meeting, and that you are prepared for it. Many props can be made from scrap material. They need not be expensive to be impressive. The following are some basic pieces of equipment that your pack may wish to acquire.

- **A Tablecloth** - A blue and gold tablecloth will add color to your head table that holds the badges and other ceremonial equipment. Make the tablecloth to fit from yellow fabric, and trim with blue binding. Or sew together old Cub Scout neckerchiefs. Washable fabric is easy to care for.
- **Electric Candles** - Made from discarded electric candle-type Christmas wreathes. Run the wiring through a piece of conduit or heavy cardboard tubing for the candle part. Cover with blue or gold foil gift-wrap. Posters of the various ranks can be placed on a small easel between the candles on the head table. Change the posters to correspond with the rank being awarded.
- **Indian Headdress** - Most Cub Master's think the time and effort in making an Indian headdress are worthwhile. With careful storage, a headdress will last for years. Transferring the headdress from the outgoing to the incoming Cub Master is a memorable act that the boys will always remember from their "scouting days".
- **Campfire** - A log cabin or teepee type fire can be nailed to a plywood base and lined with yellow, orange or red cellophane. Use a small string of individual blinking Christmas lights underneath. Take care in using flameproof materials.
- **Bridge** - A bridge can be built from scrap lumber, using doweling for poles and white rope to string along the top. Graduating Cub Scouts look forward to crossing the bridge to be met by the Scoutmaster of the troop they have chosen to join. It is a good idea to build the bridge so that the poles can be removed for storage.
- **Arrow of Light** – Can be cut from scrap plywood, painted yellow, and mounted atop another piece of plywood for the base. Holes can be drilled to hold candles.
- **Costumes** - It is impressive for the Cub Master to wear a costume fitting the monthly theme. You won't want to do this every month, of course, but on special occasions, such as Christmas, or themes such as Circus, Indians, or Knights, Cub Scouts will enjoy receiving their awards from Santa Claus or an Indian Chief of King Arthur.

Games, Skits, Songs and Yells

Cub Scouting is fun. It is one endless game where the Cub Scout learns new skills, enlarges on known skills, and can see more clearly his place in the world around him. Games can accomplish a large scale of activities and convey more than skill improvement. They can encourage thought, promote team spirit, build citizenship, develop one's own mind and body, and be an outlet for excess energy.

How Cubs Benefit from Games

- Lessons without teachers
- Body builders
- Mind stretchers
- Friend makers
- Building blocks
- Most of all games are fun

Through Games a Cub Scout:

- Learns new skills
- Develops new interests
- Learns to follow the rules
- Learns fair play
- Learns to wait his turn
- Is taught respect for the rights of others

Cubs like games in which there is a sizeable element of luck. They do not require prizes, nor do they seem to worry if the game is not finished. They like games that restart almost automatically, so that everyone is given a new chance. Cubs like games whereby they gain the reassurance that comes with repetition. **Remember that the success of a game period depends greatly upon leadership. A leader can challenge and persuade the shy Cub Scout and channel the energy of the "showoff", making den and pack meetings fun for all.**

Choosing and conducting a game:

- Know the game well and the area needed before teaching it.
- Take into consideration:
 1. Physical arrangements
 2. Equipment needs
 3. Number involved
 4. Abilities of the participants
- Remove all possible hazards from the game area.
- Have the full attention of the group before trying to explain the rules of the game.
- Introduce the game, identify the name of it, demonstrate it, and ask for questions and then start it.
- Always insist on fair play.
- If a game is going badly, stop it, explain it again, and then try the game once more.
- Play, but don't overplay a game. A successful game will be more in demand if it is stopped while it is still being enjoyed.
- Be alert to overexertion.

Skits

Cub Scout dens and Webelos dens will be called upon to present skits at the pack meeting. This can be a pantomime, a sketch, or a short play. The main purpose of skits is fun for the boys and the audience. Skits help build self-confidence and poise and allow the boy to use his imagination. Skits are usually based on a monthly theme. A Webelos den skit might focus around the monthly activity badge area. There will be a chance for planning, rehearsing, and making props and costumes in Den meetings, with the final presentation at the pack meeting. A shy boy, who would rather just observe than take part in the skit, can be asked to handle the lights, offstage sound effects, or watch the time. Sometimes being a character that wears a mask or uses puppets helps eliminate self-consciousness in a shy boy.

Things to remember about skits:

Skits should be fun. Whether the theme is serious or humorous, skits should be fun for the boys and for the audience.

- Keep is simple. Make it Fun. (KISMIF)
- Keep is short. (3-5 minutes at the most)
- Avoid long memorized dialogue. Pantomimes are great for Cubs.
- Use simple scenery, props, and costumes.
- Let every boy take part.
- Use stage directions liberally - tell who goes where and does what.
- Be sure the audience can hear. Boys should be coached to speak slowly, clearly, loudly. If the audience laughs or applauds, actors should pause before continuing their lines.
- Keep it in good taste

Things to Avoid with skits:

- Dramatization of undesirable characters and/or situations.
- Asking a boy to attempt to portray a character that is too difficult for him. Fit each boy to his part.
- The tendency to let the more capable boys do all the work.
- Cross gender costume dressing and portrayal are not aloud in BSA Guidelines.

Songs and Sparklers

Songs, Songs, and More Songs!! Why songs? Remember the great times singing those songs in school or that song that rumbled the rafters at church? The feeling after these songs really lifted the spirits. Singing is fun! Songs can create enthusiasm or set a mood. To be a successful song leader, all that is required are a few tips about how to lead songs. Voice? Don't worry about it! A voice like that of a crooner or an operatic star is not necessary. Never apologize. It's easy and it's fun to lead songs. Just follow these hints to be a song leader

1. Begin with a song that everyone knows. Announce the name and the tune (*if it isn't an original song*).
2. Sing the first few bars, or sing the entire song. This will give the pitch and the proper tempo. If there is a piano and a pianist or a recording of the song, use them to teach the song.
3. Then start the song. How? Tell the group to begin singing after the first few words, and then signal, such as a simple down motion with the hands is given.
4. What about hand motions? Start with simple up and down motions. Then use these motions to keep time with the rhythm and the syllables of the words as they are sung. The movement of the hands should indicate those notes that are to be prolonged or quickened. In the same way, raise or lower the hands to regulate the volume. Get into the proper swing and rhythm. Put some personality, pep, and the entire body into song leading.
5. Insist on quality, not volume. Expect everyone to sing.
6. Use songs that fit the occasion. Start with lively songs and end the program with something inspirational.
7. Songs should be taught in the weekly den meeting, using songbooks only until the words are learned. Everybody should be ready for some real singing at the monthly pack meeting.
8. If the first song doesn't measure up to expectations, "kid" the group along. Don't reprimand! For instance, try some competition. Put dens one and two against dens three and four, or boys against parents, or moms against dads. Use only one short song to get everyone into the proper spirit.
9. In small groups, someone can often begin a song and everyone joins in naturally without formal leadership.

Den Yells & Cadences

Yells are aimed at letting off steam at den and pack meetings. They also help develop and maintain den spirit. In making up a den yell, remember to make it simple, short, and rhythmic. Yells should end in a word or phrase that the boys can shout. Many high school and college cheers can be adapted to den yells. Let the boys help make up the den yell. Another form of this "Den/Pack" Spirit can be a cadence when out and about. The boys love them and any excuse to shout is a good one for them. Just remember not to "shame" another in a cadence.

Special Events

There are several special events planned each year for the Cub Scouts. These events are exciting for the boys and require special preparation on the part of the Den and Pack Leaders, Committee Members and parents. Some of these events are:

Pinewood Derby

This fun filled event is normally held on a Saturday morning in January or February. Cub Scouts work with their parents to craft hand carved blocks of wood into racing cars (from a kit). These cars are raced on a track against other cars within the Pack. Awards are given on a Pack and Den basis. A committee is formed in advance of this event to plan and prepare for this fun event.

Blue and Gold Banquet

The Blue and Gold Banquet is a celebration of the anniversary of Cub Scouting and is named after the symbolic colors of Cub Scouting. It is held in February or March of the Scouting year. A special committee is formed a few months in advance of the event and plans the meeting. You will be asked to assist in planning the event and participating in the banquet. This event is always a highlight of the boys' Cub Scout experience.

Rain Gutter Regatta

This is another extremely fun event for the boys. The boys form a block of wood into a boat, decorate it, and race the other members of the Pack. The race is performed by setting the boat in water filled rain gutters where boys blow air through a straw into the sail of the boat to get it to move.

Space Derby

The space derby is where the boys are given kits to build a rubber band- powered rocket. The boy's race the rockets by hanging them from a wire and letting the wind-up propeller propel them forward. The rockets are made of either Styrofoam or balsa wood.

Bike Rodeo

The Cub Scout Bike Rodeo is an exciting chance for Cub Scouts to learn about bicycling safety and the thrill of bike riding, by navigating their way through a series of "challenges." They will also learn about bike safety, maintenance and repair, and expressing themselves through the "Chalk Talk."

Service Projects and Other Activities

In addition to regular Pack meetings and activities, the Pack sponsors special projects and events through out the year. These include church and community service projects (Scouting for Food, Canyon picnic area cleanup), and outdoor activities (rocket launch, summer picnic and swim outing, family campout, Bicycle Rodeo, etc.).

Cub Scout Day Camp and Cub-O-Ree

An exciting part of Cub Scouting is going to camp at Cub-O-Ree or Day Camp. These camps are sponsored by the District and are held at an authorized Scout location. Cub-O-Ree is a weekend activity and Day Camp lasts five fun-filled days in which the Scouts earn belt Loops and achievements in the summer. The boys must be registered well in advance of the camp and registration fees depend on parent participation (less if parent volunteers for the week).

IMPORTANT – No one should be excluded from Camp because of finances. Contact Bay Area Council at 409-744-7850 for Scout Assistance and Camperships to help an active Scout if his qualifications verify.

Den Leader Resources

The BSA organization has created many books and booklets that are available to Den Leaders as resource material to supplement their Cub Scout Handbook or for general information. The following is a listing of some of these documents (BSA document number in parenthesis):

Books – Need to have:

- Cub Scout Leader Book (33221)
- Cub Scouts Academics & Sports Program Guide (34299)
- Webelos Leader Guide (33853) *if you are a Webelos Leader*

Books – Nice to have:

- Cub Scout & Webelos Scout Program Helps (Current year)
- Webelos Den Activities (33853)
- Cub Scout Leader How-To Book (33831)
- Insignia Guide(33066C)
- BSA Family Book (33012)
- Cub Scout Fun Book (33215)
- Cub Scout Magic Book (33219)
- Cub Scout Songbook (33222)
- Den Chief Handbook (33211)
- Group Meeting Sparklers (33122)
- Guide to Safe Scouting (10212)
- Insignia Guide (33064)
- Staging Den and Pack Ceremonies (33212)
- *Cub Scout Leader Training (34700)*. Contains the Fast Start, Cub Scout Leader Basic, Webelos Outdoor, and Den Leader Coach courses. Videotape number AV-01V008.
- *Supplemental Training for Cub Scout Leaders (34703)*. Contains the Quarterly Leadership Updates and Unit Leadership Enhancements.
- *Spotlight book (13-604)* – an annual publication containing relevant special training outlines.

Other good sources of Information

- Old copies of “Pow-Wow” books (see Pack Committee Chairman)
- Boys Life Magazine
- Girl Scouts Manual (don’t tell the boys)

Forms and Lists – need to have

- Individual Cub Scout Record Form – for tracking each scouts achievements for advancement
- Den phone list
- Parent volunteer / Committee phone list
- BSA Local Tour Permit – needed for outings
- Parent Consent and Authorization Form (*see appendix*) – needed for outings and Day Camp
- Class 1 Medical Health and History Form – needed for outings and Day Camp
- Den Advancement Report – This form is used to request awards for the boys in your den.

For a bigger list of resources, see the Cub Scout Leader Book (33220) & Scouting’s Library of Literature (70-278)

Internet Web sites

With instant availability of so much information on the Internet it only seems right that we list some of the more valuable Scout web sites in the resources section of this manual:

Bay Area Council’s Web Site: <http://www.bacbsa.org>

http://www.geocities.com/cybercubber/	http://www.scouter.com/compass/
http://www.scoutingbear.com/	http://www.scoutingthenet.com/
http://www.scouting.org/	http://www.cubmaster.org/
http://www.creighton.edu/~bsteph/pack114/library/index	http://www.wtsmith.com/rt/sctlinks.html#ldrs
http://www.cubscout.net/	http://www.scoutstuff.org/
http://www.powwow-online.net/	http://www.mormonscouting.com/

Outings, Forms, Insurance and Thank You

Outings

Another exciting part of Cub Scouts are “outings”. Outings are field trips to fun places like the Air and Space Museum, Fire Station, cattle ranch etc. The goal of outings should be to expose the boy’s to new and exciting learning experiences while at the same time accomplishing one or more Cub achievement requirements. Take advantage of special events like Youth Expo, Scouting for Food, and Good Turn for America projects, local parades, Scout Nights at the Ball Game, hockey or basketball game. Plan several tours or pack field trips throughout the year. Remember that utmost care should be taken to guard the safety of the boys during the outing. The following is a good checklist of things to do to prepare for an outing:

1. Be sure to contact the place you intend to visit ahead of time so that they can prepare for you and give you necessary information before you arrive. Information you need to obtain is:
 - Cost
 - Parking
 - Opening-closing times
 - Special features
 - Handicap accessibility
 - Restrictions
 - Availability of restrooms, refreshments, water etc.
2. Consider distance - how much travel time is involved?
3. Obtain an online tour permit prior to an outing; mandatory on all outings not in the Bay Area Council boundaries of Galveston or Brazoria Counties. (If within Council boundaries you do not need a Tour permit). Go to **www.bacbsa.org/resources/scouting-forms**
4. Let parents/guardians know where you are going, when you will return, cost (if any) and how their boys should dress (i.e. Cub uniform, coat/sweater/hiking shoes, etc.)
5. Obtain a signed permission slip from each boy before the trip (See “Parent or Guardian Consent and Approval Form” in Appendix) and keep a list handy of all boys that are in your care.
6. Make sure that each of the boys has some identification with him.
7. Make sure there is sufficient adult supervision. Invite parents to come along. Don't go without enough adults.
8. Tell your Scouts the highlights of what they can expect to see.
9. Coach your Scouts in advance so that they are attentive, courteous and follow all of the necessary rules.
10. Remind your Scouts that they are guests and must follow the rules of their host(s).
11. Point out to your Scouts that they are representatives of Scouting and that their behavior will determine whether other Cub Scouts will be welcome later.
12. Establish the “Buddy System” before starting the trip. Explain that the two Scout Buddies must remain together at all times.
13. Scouts and leaders should be in uniform on any tour or trip.
14. Decide on a rendezvous points (in case someone gets misplaced), gathering times, and plans for eating.
15. Make sure that each Scout has money for an emergency telephone call. It has also been suggested that a tag similar to a luggage tag be put on each of the boy’s belts. This tag would have the Leaders name and Cell phone number with instructions to call it if the boy is found.
16. Locate restrooms as soon as you arrive and let your Scouts know where they are.
17. Know where emergency care can be obtained.
18. After the trip is over, write your hosts and thank them for their courtesy, including notes from the Scouts too. *(see example “Thank You Letter” in appendix)*

Boy Scout Medical Authorization Form

It is absolutely necessary that a “Boy Scout Medical Form” be filled out and signed by the boys’ parents/guardian prior to the outing. The form gives permission for the boy to attend the outing. If the leader does not have the form in their possession for a particular boy, that boy may not participate in the trip or outing. This is even true for outings where a parent is present. If something was to happen to both boy and parent and the parent was unable to sign-over care for the boy, the Cub Leaders would need the Form. Any adult or Sibling is also required to have a Medical Form on file for Pack Outings. Refer to the BSA Medical Form for what specific parts need to be completed per your activity. For the majority of all Cub Scout events only Parts A & B are needed.

Tour Plan

The Tour Plan form must be **submitted in advance** of the outings (preferred – 7 days in advance).
Go to www.bacbsa.org/resources/scouting-forms

Bay Area Council Boy Scout Service Center
3020 53rd Street
Galveston, Texas 77551-5917

Tel. (409) 744-5206
Fax. (409) 744-7850

It is absolutely necessary when planning an outing outside of the Bay Area Council Area (Galveston & Brazoria Counties) that a “Tour Plan” is obtained authorizing the event. The Tour Plan is an online form that asks specific questions about the persons driving the boys to the events (i.e. car insurance coverage, etc.) and/or information about the place that will be visited.

Once authorized; the Tour Plan will cover the group with insurance in the event there is an accident. Again, it is absolutely necessary that a Tour Plan be obtained for EVERY outing or special event planned by the Pack or Den that **is not in the council area**. *Bay Area Council Area (Galveston & Brazoria Counties only)*

Car Insurance

Each person transporting Cub Scouts to a Cub Scout event covered by a Tour Permit must have a public liability and property damage liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. The following is the required **minimum** coverage:

Public Liability Insurance Coverage			
	Public Liability		Property Damage
	Each Person	Each Accident	
Normal Passenger Vehicle	\$50,000	\$100,000	\$50,000
10 or More Passenger Vehicle	\$100,000	\$300,000	\$100,000

In the case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle. All vehicles used in travel outside the United States must carry a public liability and property damage liability insurance policy that complies with or exceeds the requirements of that country.

Thank You Letter

It is important that after you have been on a tour to send the person who hosted your Den a thank you letter to show your appreciation to the community. Always remember that just because we are Scouts, does not mean others have to do anything special for us unless they want too. Supporters to Scouting will be more apt to help in the future when they are appreciated for what they have done.

Rules and Regulations

There are some rules that have been set up by the BSA and others by our Cub Scout Packs that are designed to provide a safe and comfortable environment for the boys. Some of our rules and regulations include the following: **Refer to the Camp Karankawa Guide and the Guide to Safe Scouting for all BSA Rules and Regulations!**

Pocketknives

For safety reasons Packs, do not allow the Cubs to have pocketknives in their possession unless the Den Leader has arranged a specific activity where the knives will be used. Additionally only those Cub Scouts who have earned the “Whittling” Chip (Bear achievement) may use the pocketknife in the activity. **REMEMBER** – if your activity is at a school most schools consider pocketknives as weapons and will not allow them in the school building!

Electronic Devices

Packs do not allow the use of “entertainment” electronics (*TV’s, iPods, electronic games, headphones, etc.*) at scout meetings, scout sponsored functions, scout outings, and Day camps. This goes for the leaders as well. Remember, you are here for Scouting, and these tend to be a distraction.

Guns

The BSA states that gun-shooting sports are *not* an approved part of the Cub Scout program except at Council-approved Cub Scout Camps and District events. At Camp Karankawa or a District event, Cub Scouts may have an opportunity to take part in a BB gun (rifle) safety and marksmanship program under the direction of a trained and certified BB-gun Range Master. Cub Scouts are not permitted to use any other type of handgun or firearm. In most cities, BB-guns are illegal to use by a minor under the age of 16. **Laser Tag and Paint ball is prohibited as a Scouting function, BSA does not approve of “targeting and shooting at other people”. There is no shooting at any target that resembles a human or animal.*

Archery

The BSA states that archery sports are *not* an approved part of the Cub Scout program except at Council-approved Cub Scout Camps and District events. At Camp Karankawa or a District event, Cub Scouts may have an opportunity to take part in an Archery safety program under the direction of a trained and certified Archery range officer. Cub Scouts are not permitted to use any archery equipment unless a certified BSA Range Master is in attendance. *There is no shooting at any target that resembles a human or animal.*

Fireworks

The BSA prohibits the securing, use, and display of fireworks in conjunction with programs and activities except where the fireworks display is conducted under the auspices of a certified or licensed fireworks control expert.

Drugs, Alcohol and Tobacco

The BSA prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members. Adult leaders should support the attitude that young adults are better off without tobacco and may not allow the use of tobacco products at any BSA activity involving youth participants. All Scouting functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants. That does not mean a couple of steps away from the gathering; it means completely out of sight.

Transportation

Seat belts are required for all occupants. All drivers must have a valid driver’s license that has not been suspended or revoked for any reason. Passenger cars or station wagons may be used for transporting passengers, but passengers should not ride on the rear deck of station wagons. Trucks may not be used for transporting passengers except in the cab. All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed (see “Outings, Forms and Insurance” section). Do not exceed the speed limit. Drivers must fill out the “Motor Vehicle Checklist” (*see appendix*). If the vehicle to be used is designed to carry **more than 15 persons**, including the driver, the driver must have a commercial driver’s license (CDL). An adult leader must be in charge and accompany the group. The driver must be currently licensed and at least 21 years of age.

Purchase a Guide to Safe Scouting at your Scout Shop and keep it available for reference at all times. To view the “Guide to Safe Scouting”: <http://www.scouting.org/scoutsourc/HealthandSafety/GSS.aspx>
This Guide is updated annually and contains all the regulations on what each Rank can and cannot do in the Scouting Program.

First Aid and Safety

CPR and Heimlich Maneuver

Given the limitation of the activities that these young men participate it is unlikely that anything of major consequence will happen to the boys in your charge. Just the same it is important to understand that their parents are relying on you to keep their boys safe from harm and be prepared in the event of an emergency. So, as a Den Leader it is strongly suggested that you familiarize yourself with and become trained in **Cardiopulmonary Resuscitation (CPR)**, the **Heimlich Maneuver** and **Basic First Aid**. The Red Cross offers classes for this.

First Aid Kit

Also, to be prepared for the incidental cuts and scrapes that will invariably occur to your Cubs it would also be wise to have a **First Aid Kit** available so that you can administer to the boys after their accidents. A listing of the contents of a simple and small First Aid Kit is shown in the appendix of this document.

Specific Safety Concerns:

Heat Stroke and Dehydration

Living in warm climates as we do we have an added concern about the possibility of “Heat Stroke” and “Dehydration” when engaged in activities in the summer heat. As such, it is important that you arrange for the needed quantity of water (NOT soda) to be available to the boys during the activity so as to help avoid these conditions. It is important that the fluid be cool water (not ice water) and **NOT** soda pop because soda will add to the dehydration problem. It is also important that the boys wear a hat, wear protective clothes and put on a SPF (30+) sunscreen to the exposed parts of their body to avoid sunburn. Also, as a leader it is imperative that you are able to recognize the signs of dehydration and Heat Stroke and be prepared to take appropriate action if and when discovered. Children are not to be left unattended in a vehicle for any amount of time due to the chances for Heat Stroke and dehydration.

Thunder Storms and Lightning

During our rainy season, plan activities accordingly. Additionally, lightning can be a problem particularly during this season and can be deadly. It is strongly suggested that you move indoors at the first sign of lightning. And all water sports are suspended at the first sounds of thunder. ***BSA Hazardous Weather On-line Training available.**

Wildlife Critters

Scouting areas contain dangerous alligators and venomous critters; such as the rattlesnake and scorpions. Remember we are the ones invading their home. Use common sense and extreme caution while hiking, camping and rock hounding so as to avoid contact with these things. Again, if you plan an activity, it will be necessary that you know how to perform the appropriate first aid to your boys in the event they come in contact with any of these things.

LEAVE NO TRACE

The BSA is committed to Leave No Trace, which is a nationally recognized outdoor skills and ethics awareness program. There are seven principles that are guidelines to follow to reduce the impact on our environment.

To learn more about Leave No Trace you can go to:

<http://www.scouting.org/scoutsource/outdoorprogram/leavenotrace.aspx> or <http://www.lnt.org>

EMERGENCY PREPAREDNESS BSA AWARD

National BSA and Homeland Security have teamed up and created a program to create awareness in “being prepared”. This award is available for all levels of Scouting; Cub, Boy and Leaders.

Please refer to: <http://www.scouting.org/scoutsource/Media/Publications/EmergencyPreparedness.aspx>



After achieving the Award, a Scout will receive a certificate and pin. The pin is worn on the left chest pocket flap.

Pack Fundraisers

Do's

1st Cub Scouts – the first source of additional funding should come directly from the Cub Scouts themselves. By contributing money earned from odd jobs at home or around the neighborhood teaches the boys a sense of accountability and responsibility.

2nd Parents – the second source of additional funding should come from the parents of the Cub Scouts. The parents should involve their Cub Scout in a discussion on budgets, savings, and other issues concerning the family before any funding is provided.

3rd Approved Fundraisers – When individual, family or Pack funds are insufficient, or when special equipment is needed, approved fundraisers can be considered. The fundraising activity must have specific goals as to how much money is needed and who will benefit from the activity. The fundraiser should last the fewest number of days possible. It should provide a meaningful value or service. It should be a positive experience that builds unity. Contributions to the fundraising activity should be voluntary and members should not feel obligated to contribute. Soliciting or advertising should not go beyond the boundaries of BSA standards*. Units may not solicit businesses for donations. Please refer to the Fiscal Policies and procedures for BSA units documents:

www.bacbsa.org/resources/scouting-forms

* If your fundraising is other than council initiated; you **MUST** fill out a Unit Money Earning Fundraising Application Form and have it processed through Bay Area Council **prior to** start of the event, information or sales. This is to ensure standards are met; Council will not obtain a percentage of individual “Pack Fundraising”.

DOWNLOAD FORM: www.bacbsa.org/resources/scouting-forms

Don'ts

Fundraising activities that are **NOT** approved would include:

- Activities that are completed with paid labor - either by employees or by contract.
- Paid entertainment where admission is charged.
- The sales of commercial goods or services – includes food storage items, popcorn, candy or products that involve contracts with commercial vendors.
- Games of chance such as a raffle or bingo.
- Soliciting Business for donations or sponsorships.

Council Fundraising

Bay Area Council organizes a major fundraiser a year to help units raise funds. This fundraiser is considered large scale unit money earning opportunities.

Popcorn

Scout Popcorn Sales are conducted in the fall with Show & Sells, Show & Deliver by order forms. Popcorn sales have also become available on-line and can be purchased all year long by anyone in the country at www.OrderPopcorn.com. The unit retains 33% of these sales; this may decrease if prizes are chosen from trails End. It does not affect Council Sponsored incentives. The other portion of the sales is divided between Bay Area Council and Trails End, the supplier. The unit will receive credit from online orders throughout the year too.

To learn more about this program go to: www.Trails-end.com Or call the Council Office at 409-744-5206.

“Friends of Scouting” BSA Council Fundraiser

“Friends of Scouting” is the BSA Bay Area Council annual fund raising drive. This campaign focuses on the scouting community and is usually conducted during the spring. Everyone is asked to contribute what he or she can to help support Scouting. Campaign goals are set based on budgetary needs of the council in order to support general operating cost, the camps, the training programs, and the council and district programs. In Bay Area Council it costs an average of \$250.00 per Scout for program and operations. Giving financial donations to Friends of Scouting is essential to the operation of the Council and an investment in YOUR YOUTH’S SCOUTING PROGRAM. 100% of the donations stay in the Bay Area Council directly benefiting your scout in Galveston and Brazoria counties only. For more information go to: www.bacbsa.org/support

Pack, Den Leader and Parent Goals

The Pack Committee has set some goals that are intended to maximize the Cub Scout experience for the boys and provide a target for the Pack, Dens and the parents to shoot for to ensure that this is accomplished.

Pack Committee Goals

- Ensure the Cub Master and all Den Leaders receive the required training and materials to do their job
- Create a “Den Leader Quick Start Manual” to be handed out when a Den leader is first called to their position
- Arrange for the Dens to participate in two (2) service projects during the year
- Arrange for the Dens to go on three (3) outings during the year
- Arrange for the Dens to go on one (1) BSA sponsored Cub Scout Day Camp during the year
- Arrange for the Dens to attend at least one (1) BSA sponsored Youth Expo or Jamboree.
- Achieve the Scout “Quality Award”
- Achieve the “National Summertime Pack Award”
- Conduct a “Parent Night” Pack meeting
- Create a “Parent Handbook” that will introduce parents to Cub Scouting and that can be given out on Parent Night
- Arrange for at least two (2) of the leaders to attend the BSA sponsored Pow-Wow training seminar and then disseminate the information they received to the other leaders
- Arrange meeting locations for at least one Den meeting every other month to be held outdoors
- Ensure that all required volunteer positions are filled and that the volunteers are given proper instruction / training
- Conduct a Pack planning meeting at years end to ensure proper preparation for next years events
- Ensure that the Arrow-of-Light ceremony and Webelos “Cross-Over” ceremonies are conducted in an impressive manner so that these accomplishments are instilled in the memory of the Cub Scout.
- Attend four (4) Roundtable meetings during the year
- Attend University of Scouting or Pow Wow
- Attend all training essential for the position held

Den Leader Goals

- Ensure that 90% of the Cubs advance to next highest rank
- Obtain and wear the qualified Boy Scout uniform
- Achieve the “National Den Award”
- Get to know each boys parents by name and ensure that they are aware of their boys advancement / other needs
- Be properly prepared for each Den meeting
- Arrive early to the Den and Pack meetings to prepare and to be a good example to the boys
- Involve the parents as substitute Den Leaders when a Den Leader is out-of-town or otherwise unavailable
- Conduct weekly Den meetings through out the year (*except for Pack meeting week*) from September to May. During the summer months (June – August) hold at least one Den meeting per month.
- Actively participate in each months Pack meeting
- Support the Pack in the accomplishment of its goals
- Attend at least four (4) Roundtable meetings during the year
- Attend University of Scouting or Pow Wow
- Attend all training essential for the position held

Parent Goals

- Commit to sitting down with their son to get familiar with the Tiger, Wolf, Bear or Webelos Scout Book.
- Commit to spend a time to talk with their son about what he is working on in his Den meetings and assist and encourage him in his efforts.
- Attend all monthly Pack meetings with their son, particularly those when their son will be recognized or presented with an award.
- Try to attend Den meetings with their son. You must attend all meetings at the Tiger level.
- Talk with their son’s Den Leader at least four times during the year about his progress.
- Volunteer to assist on a Pack Event Committee for Pack related outing / activity / event.
- Commit to participate with their son in every Pack related activity that he expresses an interest in participating.

Good Den Communications with Parents

Good communications between leaders and families is essential in obtaining family cooperation. The following are suggestions that will help with this very important part of your job:

- 1.) Have each parent fill out the BSA Parent Volunteer Form. This is especially important when the parents are called to participate in outings, campouts, etc. because with it comes a certain amount of insurance coverage for the activity.
- 2.) Let the parents know what is expected of them when they join. Then keep the lines of communication open.
- 3.) Be sure they know the regular den and pack meeting dates and times. Provide reminders as needed
- 4.) Let them know that the best way to find out what is going on is to stay actively involved.
- 5.) Don't rely entirely on the boys to transmit information to parents. The message may never get through.
- 6.) Use newsletters, telephoning, personal visits, Pack web sites, email or other means to stay in touch and inform families of any special activities, projects, or needs.
- 7.) Get to know the family. Find out how the den and pack can help meet their needs. And how the family can benefit the den and pack. (Use the parent/family survey – example in the Appendix)
- 8.) Hold parent meetings as needed.
- 9.) Keep families up to date on how their son is progressing. Let them know how they can help him with his Scouting.
- 10.) Keep families up to date on how the den and pack operates. Share the successes with them as well as the needs.
- 11.) Encourage parents to read "Boys' Life" magazine to find out what's going on in Cub Scouting, and learn of exciting at-home activities and hobbies their son can do.
- 12.) Keep them informed about activities that can be enjoyed by the family, such as the church's yearly family campout (normally in May).
- 13.) Encourage parents to volunteer for committee positions to be more involved in their son's Scouting experience.
- 14.) Inform them of the rules and regulations that have been set up for the safety of their boys (i.e. restrictions on guns, pocketknives, etc. Refer to Guide to Safe Scouting).

How to Keep Communications Going

YEARLY CALENDAR:

Each year at the annual planning meeting the pack should set monthly themes for the program for the next 12 months. Along with the themes the pack meeting, dates, times, and places should be set. This information is vital and should be shared with every family in the pack as soon as it is available.

SURVEY SHEETS:

Survey sheets provide information (see appendix). If each family completes a survey sheet, valuable information is in the hands of the pack leaders. This will help the leaders know and understand the boys' families and help in accessing available resources and talents. The Parent Talent Survey Sheet is an excellent tool to use.

NEWSLETTERS:

A pack newsletter can provide everyone with important dates and events. It can help to inform everyone on what has happened. Newsletters may include upcoming den events, fundraising information and welcoming new Cubs and leaders. Don't forget to thank everyone who has helped. If newsletters are mailed or given at Pack meetings they are more likely to be seen by parents than if sent home with the boys after den meetings.

BULLITIN BOARDS / POSTERS:

These help to tell what is going to happen or what has occurred. It is a great way for parents to get specifics they might not hear about pack events. Plus, it will keep the "info" time down at pack meetings. Even the dens can use a poster to tell about its activities. Be sure to use lots of pictures!

SKITS:

Skits may be used to promote an upcoming event. A skit could provide entertainment as well as sharing information within the pack meeting.

NOTES:

A note given to each boy as he leaves a meeting can be very useful in communicating with parents.

TELEPHONE:

It has the advantage of communicating direct immediate information and messages with instant feedback. Consider a phone tree call down system.

TEXT MESSAGING:

It has the advantage of communicating direct immediate information and messages. Consider creating a “group” that you can send one text to various people instantly.

EMAIL:

This may be a good alternative or a supplement to a phone tree. Keep your address list up to date and use a consistent format to work with everyone's Spam filters. Have a plan to handle people who don't have email or who never read theirs. There are services that offer free private mail groups, like Yahoo, that can be set up to send email to everyone on your list.

PACK INTERNET WEB SITE:

Some Packs have the expertise within their unit to have someone develop and maintain an Internet Web site for their Pack. These take a lot of work but can be worth the effort. It is common for a Cub Scout Pack Web site to include the Cub calendar of events, pictures of past outings or Pack meetings, important BSA Council events, etc.

PERSON to PERSON:

A leader can get and receive information by talking to parents and boys one on one. Discuss things that are going to happen and get feedback. Invite parents to visit the den meetings. Parent participation may increase and so will communication.

LEADERS/COMMITTEE MEETINGS:

It's in these meetings where the pack program gets planned and job assignments are sorted out. The more leaders of the pack who attend, the smoother things will run.

PARENT MEETINGS:

The pack leadership should hold one of these at the start of the year to ensure that all parents are aware of how the pack runs, what they can expect from leaders and what they should do so that their boys get the most out of Cub Scouting. Den leaders should also hold meetings to explain Den rules and procedures and to enlist parent help.

PARENT GUIDES:

The council provides a good one in the pack roundup kits but some packs have their own that includes local pack policies, phone numbers etc.

Traits of a Good Den Leader

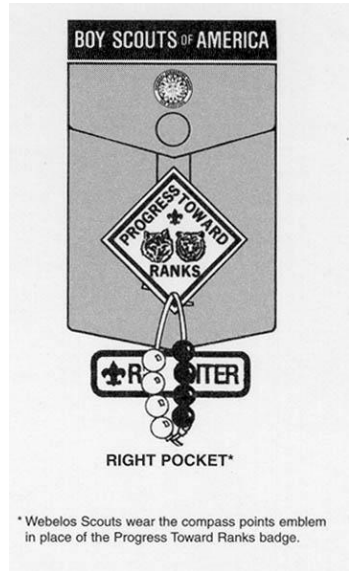
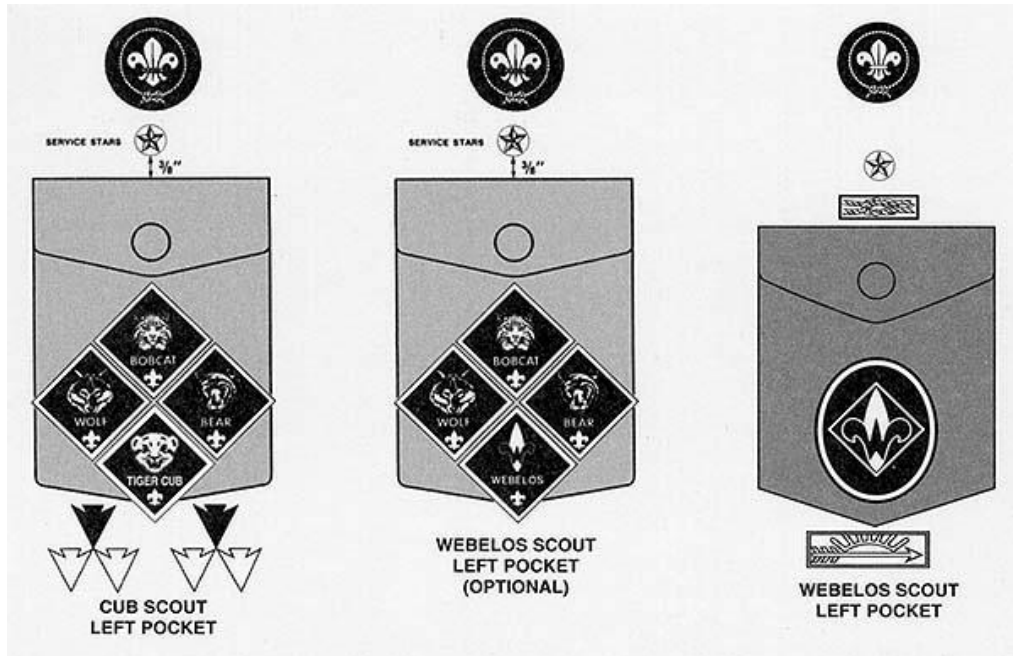
Some of the things that make a good Den Leader are:

- 1.) They have a friendly attitude...The den is like one happy family.
- 2.) They are considerate of the individual...A cub is never embarrassed in front of his friends.
- 3.) They are patient...They are satisfied to wait until the new boy adjusts.
- 4.) They have a wide interest...Brings talents to the Cubs.
- 5.) They are fair...Treats all Cubs in a like manner.
- 6.) They have a good manner...The Den Leader's voice and smile makes each Cub feel good all over.
- 7.) They have a good sense of humor...Puts joy, fun, and enthusiasm into working with Cubs.
- 8.) They have a good disposition...Temper is always under control and rarely shows impatience.
- 9.) They have a genuine interest in the individual...Helps the self-conscious Cubs and shows an interest in the personal and Den problems of each Cub.
- 10.) They are generous...Gives praise, encouragement, and unexpected treats for the Cubs.
- 11.) They plan each meeting and assemble supplies...Uses the den meeting outline and gathers supplies and equipment for future use.
- 12.) They are good examples in ALL things ... they avoid situations that could compromise their integrity. They are mentors to the boys in every sense of the word; practicing what the Boy Scouts preach.

And last but not least, they know their job...Because the Cub Scout literature is read often and thoroughly. Because training sessions are taken, Roundtables and Pow-Wow attended. All planning meetings are also attended.

Remember KIS-MIF ... “KEEP IT SIMPLE – MAKE IT FUN”!

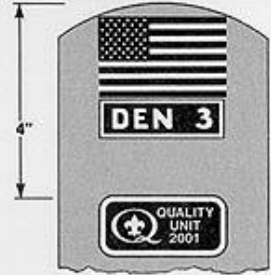
Cub Scout Uniform Insignia Specifications



* Webelos Scouts wear the compass points emblem in place of the Progress Toward Ranks badge.

CUB SCOUT AND WEBELOS SCOUT INSIGNIA

SHOULDER SEAM



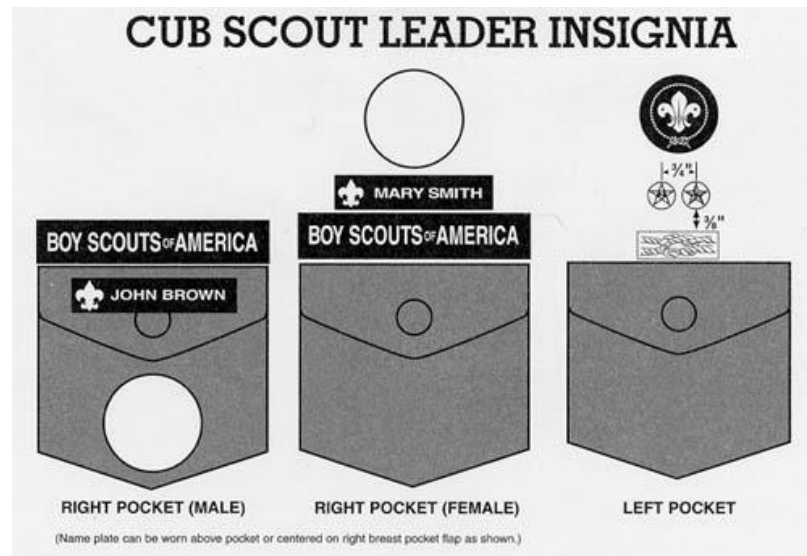
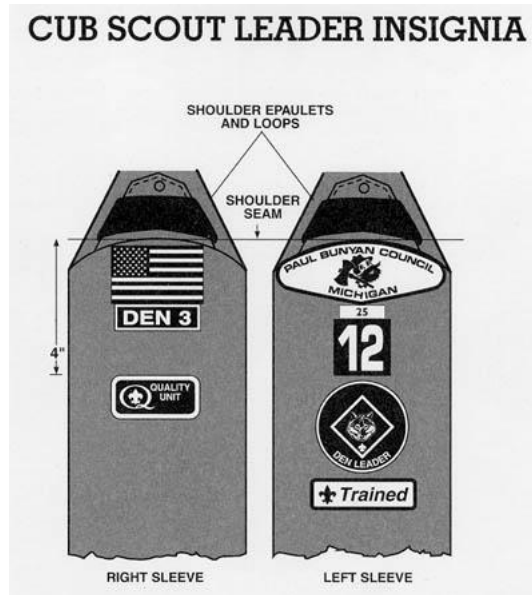
CUB SCOUT OR WEBELOS SCOUT RIGHT SLEEVE



WEBELOS SCOUT RIGHT SLEEVE



LEFT SLEEVE



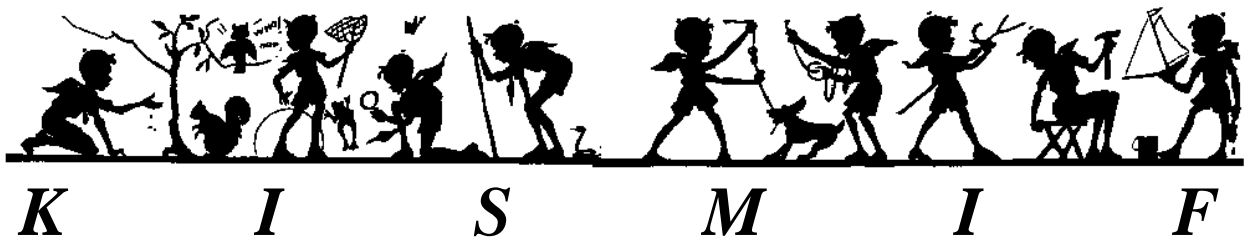
Tax Deductions for a Scout Leader

Scouters spend a considerable amount of money each year in carrying out their volunteer service to Scouting. Certain allowable deductions are authorized for volunteers under the Internal Revenue Service Code, Section 170 (*please check IRS service code for specifics or changes*):

1. Annual registration fees.
2. Transportation expenses to and from Scouting events and meetings.
3. Purchase price of adult uniforms, emblems, and insignia.
4. Maintenance and cleaning of uniforms and equipment which are required for use in the performance of volunteer services.
5. Actual unreimbursed expenses incurred by attending Scouting meetings and conferences, in or out of the council territory. This includes out-of-pocket expenses and reasonable expenditures for meals and lodging necessarily incurred while away from home in rendering such volunteer service.
6. Contributions, stationery, mailing and telephone expenses, serving refreshments at meeting, cost of training material, literature, equipment, and memorial contributions.

Naturally, adequate records must substantiate each deductible item. More details are explained in the IRS booklet *Charitable Contributions* available at your Internal Revenue office.

Appendix





Scout Leader Training

The following is a Training list for Scout Leaders. Keep in mind some training is easier if taken in a particular order; also all training is open to everyone in every level of Scouting. The list below does not cover all of the extended BSA Training you can take. (i.e. Climbing, Trek, Rescue, Rifle, etc. There is so much you can learn.)

*Designates Mandatory Courses for all Leaders

**Highly Recommended for extended training

Training Course	Description	Frequency
On-Line Fast Start*	Over view of Scouting for each level	Once
On-Line Youth Protection*	Certification you must have before you interact with Youth	Exp. every 2 yrs.
On-Line This Is Scouting*	More in depth overview of Scouting	Once
University of Scouting** Pow Wow	All day event for all Scout leaders Select courses & attend classes. <i>Leaders in all levels of Scouting recommended</i>	Annual
Scouter Success Seminar**	All day event for all Scout leaders Select courses & attend classes. <i>Leaders in all levels of Scouting recommended</i>	Annual
Round Table**	Evening Meeting & Extended Training District and Council information Specific Level Breakouts of Supplemental Theme Training <i>Leaders in all levels of Scouting recommended</i>	Monthly
CSLS	Cub Scout Leader Specific - Online & In Person Training in your specific current leader role by rank <i>Must be taken for each new role in Cub Scouting</i>	Once per specific
BALOO	Basic Adult Leader Outdoor Orientation <i>Webelos Leader Recommended</i> <i>1 leader Trained & Present for all Pack Camping</i>	Once
WOLT (OWLS)	Webelos Leader Outdoor Training/ aka: Outdoor Webelos Leader Skills <i>Webelos Leader required</i>	Once
IOLS	Introduction to Outdoor Leader Skills <i>Webelos II Leader recommended</i> <i>Scout Master & Venture Advisor required</i>	Once
SMASMLST	Scoutmaster & Asst. Scoutmaster Leader Specific Training <i>Webelos II Leader recommended</i> <i>Scout Master & Asst. Scoutmaster required</i>	Once
TCT	Troop Committee Training <i>Boy Scout Committee Members required</i>	Once
NYLT	National Youth Leader Training <i>Boy Scout's only training recommended</i>	Once
VSLT	Venture Scout Leader Training <i>Adult and Youth Ventures required</i>	Once

CBT	Commissioners Basic Training <i>District Level Unit Commissioner required</i>	Once
RCBT	Roundtable Commissioners Basic Training <i>District Level Roundtable Commissioner required</i>	Once
TDC	Trainer Development Conference Overview of Training Techniques & Communication	Exp. every 3 yrs
DCW	District Committee Workshop Overview of District & Council Operations	Exp. every 3 yrs
RMT	BSA BB Gun and Archery Range Master Training <i>Adult 21+ required for District/Council Activities</i>	Exp. every 2 yrs.
Swim Safety Afloat <i>On-line</i>	BSA Water/Swim Regulations & Awareness <i>1 leader Trained & Present for all Unit Water Activities</i>	Exp. every 2 yrs.
Safe Swim Defense <i>On-line</i>	BSA Water/Swim Basic Rescue Techniques & Awareness <i>1 leader Trained & Present for all Unit Water Activities</i>	Exp. every 2 yrs.
BSA Life Guard	BSA Water/Swim Rescue <i>1 leader Trained in this for all Unit Water Activities Needed when a life guard is not supplied at activity</i>	Exp. every 3 yrs.
CPR	Red Cross or BSA CPR Training <i>1 person Trained & Present for all Unit Activities</i>	Exp. every 1 yr.
First Aid	Red Cross or BSA Basic First Aid Training <i>1 person Trained & Present for all Unit Activities</i>	Exp. every 3 yrs.
Wilderness First Aid	Red Cross or BSA Advanced First Aid Training <i>1 person Trained & Present for all High Adventure Wilderness Treks</i>	Exp. every 3 yrs.
Hazardous Weather** <i>On-line</i>	BSA Hazardous Weather <i>1 leader Trained & Present for all Unit outdoor Activities</i>	Exp. every 2 yrs.
Wood Badge	Intense training on various levels of Scouting Segmented Time Course usually between 2 weekends; totaling 6 days Patrol time in the middle of the weekends and you must complete 5 scouting “tickets” to receive certification beads	Once
Powder Horn	Introductory training on various High Adventure activities Segmented Time Course usually between 2 weekends; totaling 6 days Must attend all activities for completion	Once
Philmont Training	Philmont Training Center Multitude of Conferences for all levels in Scouting 5 – 7 days dependent on Course selection	Annual



Keep in mind; all positions require different training combinations to be considered a “Trained Leader” by National BSA Standards.

Leader Quick Start Checklist

- ❑ **REGISTRATION** – Your BSA Registration form has been filled out completely and handed into the Pack Committee Chairman for submission to BSA Council. *Note – the registration must be submitted to the BSA council, Fast Start, and Youth Protection training must be completed **BEFORE** a leader begins to perform their duties.*

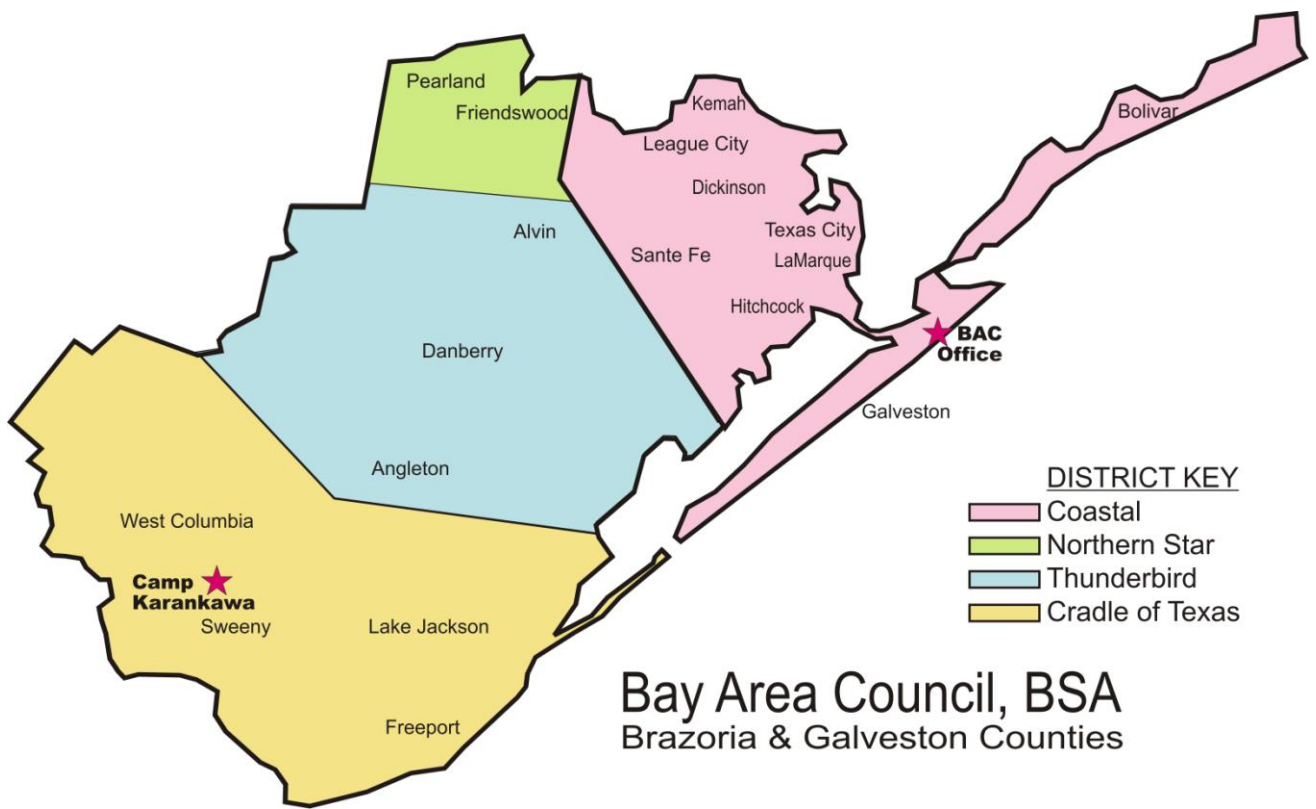
- ❑ **UNIFORM** – the following has been obtained and correctly put together:
 - ❑ **BSA official Shirt – Tan** (*Men or Women*)
 - ❑ **Den Leader Neckerchief and Slide**
 - ❑ **BSA Council Patch**
 - ❑ **BSA World Crest**
 - ❑ **Pack Unit Numbers**
 - ❑ **Blue Shoulder tabs**
 - ❑ **Leader Specific Patch**

- ❑ **CUB LEADER MANUALS** – the following manuals have been obtained and/or read:
 - ❑ **Applicable Tiger, Wolf, Bear or Webelos Handbook**
 - ❑ **Annual Program Helps booklet**
 - ❑ **Cub Scout Leader Book**
 - ❑ **Academics & Sports Program Guide**
 - ❑ **BSA Guide to Safe Scouting** (*Updated Annually by BSA*)
 - ❑ **Webelos Leader Guide**
 - ❑ **Cub Scout Leader “How-to” book** (*optional*)

- ❑ **BASIC TRAINING** – The following training has been completed:
 - www.basbsa.org/training/general
 - ❑ **BSA “Youth Protection”** online training
 - ❑ **BSA “Fast Start”** online training
 - ❑ **BSA This Is Scouting** online training
 - ❑ **BSA Cub Scout Leader Specific Training** online training or Local District
Confirm with the Pack Trainer for all of your requirements dependent on position

- ❑ **MONTHLY MEETINGS** – The following meetings that you need to attend:
 - ❑ **Pack Meeting** – *Once a month*
 - ❑ **Den Meeting** – *at least 3 times a month*
 - ❑ **Pack Committee/Leaders Meeting** - *Once a month*
 - ❑ **BSA District Roundtable** – *Once a month; attendance is recommended*

- ❑ **FORMS** – the following forms have been obtained:
 - ❑ **Cub Scout Achievement forms** – *used to record the weekly Cub Scout achievements.*
 - ❑ **Tour Plan**
 - ❑ **Cub Health & Medical History Forms** – *as required*



Coastal District

District Director: Lisa Stegman 832-385-5217 lisa.stegman@scouting.org

Cradle of Texas District

District Executive: Aaron Christopher 409-750-3657 aaron.christopher@scouting.org

Thunderbird District

District Executive: Ryan Mullis 832-385-8438 ryan.mullis@scouting.org

Northern Star District

District Executive: Rebecca Stephenson 281-330-7021 rebecca.stephenson@scouting.org

Council

Scout Reach & Hispanic Initiatives Coordinator:

Dionicio Gonzales 409-392-3085 dionicio.gonzales@scouting.org

Program Director:

Dianna Marsh 508-314-4535 dianna.marsh@scouting.org

Bay Area Council

Bay Area Council's Web Site: www.bacbsa.org

Find us on Facebook: www.facebook.com/BayAreaCouncilBSA

SSBG on Facebook: www.facebook.com/SeaScoutBaseGalveston

Bay Area Council, Boy Scouts of America

Tel. (409) 744-5206

Boy Scout Service Center

Fax. (409) 744-7850

3020 53rd Street

Galveston, Texas 77551-5917

National Boy Scouts of America

National BSA web site: www.scouting.org or mybsa.org

Boy Scouts of America, National Council

Tel. (972) 580-2267

P.O. Box 152079

Irving, Texas 75015-2079

Scout Camp Karankawa

Bay Area Council's local Scout campground is located in Sweeny, Texas. Camp K is the camp that Family Cub Scout Camping is located and some Council Training. For more facility information:

To verify Camping Events, directional street map, or camp area map

Go to **www.bacbsa.org/camp-karankawa**

Find CAMP K on Facebook: www.facebook.com/CampKarankawaBAC

Camp Karankawa

Tel. (979) 345-3964

3249 FM 1459 Rd.

Sweeny, Texas 77480

Camp Karankawa is located on FM 1459

4 miles Southwest of West Columbia on Highway 35,

and 4 miles Northwest on FM 1459.

The camp is on the Northeast, right-hand side of the highway.

First Aid Kit Suggested Contents:

A Leader must have a First Aid Kit available and accessible at all Scouting activities and outings.

- Container for items:** - Marked Waterproof canister; bag; or fanny pack
- Personal items:**
- Latex free gloves, single-use and disposable (i.e. Nitrile gloves)
 - First Aid manual
 - CPR and Heimlich Maneuver quick reference cards
 - List of Emergency numbers to call
 - Resuscitation mask
- Wound treatment:**
- Towelette Wipes
 - Sterile eye-wash solution (i.e. Contact Saline Solution)
- Adhesive bandages:**
- 1 inch cloth adhesive tape (5 yds.) OR self-adhering elastic tape
 - 2 or 3 inch wide elastic cloth bandage ("Ace" type with velcro tab)
- Non-Stick Dressings:**
- 2" x 3" Telfa non-adherent pad
 - 3" x 3" sterile gauze pad
 - 4" x 4" non-sterile gauze pads (Qty – 4 minimum)
 - Sterile Eye dressings (Qty – 2 minimum)
- Gauze Rolls:**
- 2 inch wide Gauze roll
- Misc. Bandages**
- "Band-aid" type bandages – assorted sizes
 - Butterfly bandages – assorted sizes (for wound closure)
 - Knuckle and finger bandages
 - 40 X 40 X 56 inch Triangular bandage
(For wrapping injuries and making an arm sling)
 - 2" x 3" moleskin (fleece-like material for blisters and burns)
- Tools:**
- Tweezers (To remove small splinters or ticks)
 - Blunt short-nosed scissors
 - ½ and 1 gallon size sealable plastic bag (for holding ice) or Ice Bag
- Medications:**
- *A Leader can not administer any over the counter medications to youth.
 - *A Leader must retain and administer prescription medications to the specific youth it is prescribed to at the dosage and frequency required. Prescription medication is not to be the possession of the youth.
 - Bug Bite/Sting Ease lotion
 - Syrup of Ipecac (in case of poisoning)
- Miscellaneous:**
- Snake Bite Kit
 - Sunscreen
 - Assorted safety pins (Aprox. 12)
 - Tongue depressors or Craft Popsicle sticks (can be used for splinting)
 - Writing pen and note pad

The Sweet 16 of BSA Safety

These 16 safety points, which embody good judgment and common sense, are applicable to all activities.

- 1. Qualified Supervision.** Every BSA activity should be supervised by a conscientious adult who understands and knowingly accepts responsibility for the well-being and safety of the children and youth in his or her care. The supervisor should be sufficiently trained, experienced, and skilled in the activity to be confident of his or her ability to lead and teach the necessary skills and to respond effectively in the event of an emergency. Field knowledge of all applicable BSA standards and a commitment to implement and follow BSA policy and procedures are essential parts of the supervisor's qualifications.
- 2. Physical Fitness.** For youth participants in any potentially strenuous activity, the supervisor should receive a complete health history from a health-care professional, parent, or guardian. Adult participants and youth involved in higher-risk activities (e.g., scuba diving) may have to undergo professional evaluation in addition to completing the health history. The supervisor should adjust all supervision, discipline, & protection to anticipate potential risks associated with individual health conditions. Neither youth nor adults should participate in activities for which they are unfit. To do so places both the individual & others at risk.
- 3. Buddy System.** The long history of the "buddy system" in Scouting has shown that it is always best to have at least one other person with you and aware at all times of your circumstances and what you are doing in any outdoor or strenuous activity.
- 4. Safe Area or Course.** A key part of the supervisors' responsibility is to know the area or course for the activity and to determine that it is well-suited and free of hazards.
- 5. Equipment Selection and Maintenance.** Most activity requires some specialized equipment. The equipment should be selected to suit the participants and the activity and to include appropriate safety and program features. The supervisor should also check equipment to determine whether it is in good condition for the activity and make sure it is kept properly maintained while in use.
- 6. Personal Safety Equipment.** The supervisor must assure that every participant has and uses the appropriate personal safety equipment. For example, activity afloat requires that each participant properly wear a personal flotation device (PFD); bikers, horse-back riders, and whitewater kayakers need helmets for certain activities; skaters need protective gear; and all need to be dressed for warmth and utility as the circumstances require.
- 7. Safety Procedures and Policies.** For most activities, common-sense procedures and standards can greatly reduce any risk. These should be known and appreciated by all participants, and the supervisor must assure compliance.
- 8. Skill Level Limits.** Every activity has a mini-mum skill level, and the supervisor must identify and recognize this level and be sure that participants are not put at risk by attempting any activity beyond their abilities. A good example of skill levels in Scouting is the swim test, which defines conditions for safe swimming on the basis of individual ability.
- 9. Weather Check.** The risks of many outdoor activities vary substantially with weather conditions. Potential weather hazards and the appropriate responses should be understood and anticipated.
- 10. Planning.** Safe activity follows a plan that has been conscientiously developed by the experienced supervisor or other competent source. Good planning minimizes risks & anticipates contingencies that may require an emergency response or a change of plan.
- 11. Communications.** The supervisor needs to be able to communicate effectively with participants as needed during the activity. Emergency communications also need to be considered in advance for any foreseeable contingencies.
- 12. Permits and Notices.** BSA tour permits, council office registration, government or landowner authorization, and any similar formalities are the supervisor's responsibility when such are required. Appropriate notification should be directed to parents, enforcement authorities, landowners, and others as needed, before and after the activity.
- 13. First-Aid Resources.** The supervisor should determine what first-aid supplies to include among the activity equipment. The level of first-aid training and skill appropriate for the activity should also be considered. An extended trek over remote terrain obviously may require more first-aid resources and capabilities than an afternoon activity in a local community. Whatever is determined to be needed should be available.
- 14. Applicable Laws.** BSA safety policies generally parallel or go beyond legal mandates, but the supervisor should confirm and assure compliance with all applicable regulations or statutes.
- 15. CPR Resource.** Any strenuous activity or remote trek could present a cardiac emergency. Aquatic programs may involve cardiopulmonary emergencies. BSA strongly recommends that a person trained in CPR be part of the leadership for any BSA program. This person should be available for strenuous outdoor activity.
- 16. Discipline.** No supervisor is effective if he or she cannot control the activity and individual participants. Youth must respect their leaders and follow their directions.

Motor Vehicle Checklist for Scouting Activity

Every person who will be using their vehicle to transport Cub Scouts must fill out this form.

Owner's Full Name _____ Date _____

Address _____

Drivers License No. _____ Renewal Date _____

Or Commercial DL No. _____ Renewal Date _____

Telephone (____) _____ Mobile Phone (____) _____

Insurance Company _____ Policy no. _____

Amount of insurance coverage (indicate below):

Public Liability Insurance Coverage			
	Public Liability		Property Damage
	Each Person	Each Accident	
Normal Passenger Vehicle			
10 or More Passenger Vehicle			

Make of Vehicle: _____ Model: _____

Year: _____ Color: _____ Auto License Plate No. : _____

Other drivers of same vehicle (this trip only) driver license numbers:

Name: _____ DL #: _____

All drivers have a current Florida State License and they have never had their license revoked or suspended for any reason?

Primary Driver : Yes or No Secondary Driver: Yes or No

Basic Safety Check (indicate 'Y' for Yes or 'N' for No):

<input type="checkbox"/>	Is there a seat belt for every passenger?	<input type="checkbox"/>	Engine oil level okay?
<input type="checkbox"/>	Tire tread and pressure okay?	<input type="checkbox"/>	Engine coolant level okay?
<input type="checkbox"/>	Spare tire and jack okay?	<input type="checkbox"/>	Engine transmission fluid level okay?
<input type="checkbox"/>	Brakes okay?	<input type="checkbox"/>	Flares for emergencies?
<input type="checkbox"/>	Windshield wipers operate properly?	<input type="checkbox"/>	Fire extinguisher?
<input type="checkbox"/>	Windshield fluid in reservoir?	<input type="checkbox"/>	Flashlight?
<input type="checkbox"/>	Current Inspection sticker?	<input type="checkbox"/>	Tow chain or rope?
<input type="checkbox"/>	Headlights and turn signals work okay?	<input type="checkbox"/>	First-aid kit?
<input type="checkbox"/>	Rearview mirror available and adjusted?	<input type="checkbox"/>	Enough water for all occupants?
<input type="checkbox"/>	Exhaust system okay?	<input type="checkbox"/>	Mobile phone?

Vehicle Owner/Driver Signature _____ Date _____

PERSONAL SCOUTING NOTES